



# Annual Report 2001

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	(as of 17 March 2002)		

**New Life Community Services Centre  
Annual General Meeting**

17 March 2002 (Sunday) ■ 1.30 pm ■ 10, Jelapang Road ■

## **Agenda**

1. Opening Address by Senior Pastor, Covenant EFC
2. Confirmation of Minutes of AGM 2001
3. To receive the reports of:-
  - 3.1. The President
  - 3.2. The Centre Executive
  - 3.3. The Treasurer
4. To consider and adopt the audited statement of accounts for FY2001
5. To consider and approve the Proposed FY2002 Budget
6. To appoint the Auditors for FY2002
7. To consider and approve the proposed amendments to the Society's Constitution
8. To elect the Office-Bearers and Management Committee (2002-2003)
9. Any Other Business  
written notice of which must to be given to the Secretary not later than (7) days before the date of the AGM.

## New Life Community Services Centre Minutes of the Society's Annual General Meeting (2001)

11 March 2001 (Sunday) ■ 12.30 pm ■ 10, Jelapang Road ■

### Present

#### *Members*

Lawrence Chua	<i>President</i>
Rev Tan Kay Kiong	<i>Vice-President</i>
Joyce Lim	<i>Treasurer</i>
Maureen Yap/Lim	<i>Secretary</i>
Loh Ngai Kun	<i>Committee Member</i>
Yew Woon Wah	<i>Committee Member</i>
John Lim	<i>Committee Member</i>
Soh Lea Sar	<i>Committee Member</i>
Lee Hui Khee	<i>Committee Member</i>
Eugene Lim	<i>Committee Member</i>
Maggie Tan	<i>Member</i>
Sarah Hee	<i>Member</i>
Lee Swee Bee	<i>Member</i>

#### *Observers*

Rev Edmund Chan  
Rev Tony Yeo  
Lim Hua Min  
Tan Lian Seng  
Louis Tan  
Matthew Woo  
Tan Lin Sum  
Leong Hoe Leng  
Tan Siang Hon  
Tan Siang Yew  
Tan Toh Beet  
Victor Yeo  
Willie Chan  
Justin Koh

#### *Ex-Officio*

Lee Da-Win *Centre Executive*

### Apologies

Felix Lim	<i>Member</i>
Edwin Pang	<i>Member</i>
Pamela Choo	<i>Member</i>

### **Senior Pastor's Address**

1. Senior Pastor Rev. Edmund Chan opened the AGM with prayer, thanksgiving and sharing of Matthew 10:42.
2. He emphasised that NLCSC arm was established because -
  - 2.1. its an invitation by the Lord to all Christians to serve the community
  - 2.2. we are His disciples, expressing God's love through social outreach; social work to Christians is an outflow of God's love in Jesus Name; whereas social work among the liberals are fundamental and eternal
  - 2.3. there is a reward to those who reach out in His Name
3. He reminded all the need to see the macro vision. The need for a clear identity that we are in **partnership with CEFC**; that New Life is a **ministry arm of CEFC**. Our mission is to build **warmth** and to **empower** the community, to **help them grow and move on**, not merely feeding them.
4. Our leaders must keep communicating with CEFC.

### **President's Address & Report**

5. NLCSC's President Lawrence Chua welcomed and thank everyone present for taking time to be at NLCSC's 1<sup>st</sup> AGM.

6. He encouraged all to read the President's Report handed out.
7. He thanked the Church Board for allowing NLCSC to use church premise for its daily operation and activities.
8. He is also concerned about the changing of venue and time for weekly programs; he appealed the Church Staff to look into the matter as disruption of NLCSC's programs can have an impact on NLCSC's image, the community may lose trust and confidence in our services.
9. His vision is to see NLCSC being fully operative in its own premises.
10. NLCSC has employed a full-time staff, Lee Da-Win to head the centre; we are in the midst of recruiting an Administrator to handle the daily administration and accounts.
11. NLCSC Childcare Centre's monthly revenue should be sufficient to fund two full-time staff.
12. He suggested some fund raising events like - marketing CDs & MRT cards.
13. He announced that NLCSC needs volunteers urgently for its various programs; our current pool of volunteers are heavily taxed with planning, coordinating and running the programs as well.
14. He revealed his desire to acquire the empty land next to the church; the land is currently zoned for institutional use; he prayed that the land can be converted for other use.
15. We need to show the community that our services are non-religious; to give the MP Dr. Teo Ho Pin and all the RCs confidence in us with the vision to acquire facilities for NLCSC's operation.

### Treasurer's Report

16. Copies of the Treasurer's Report were handed out to all present.
17. Joyce explained that NLCSC's only expense for Year 2000 are bank charges only; this is because NLCSC is not yet fully operational.
18. She informed that currently, CEFC is not charging NLCSC any rental for use of office space and the Childcare Centre to help us tide over the initial set up period.
19. Revenue for Year 2000 are mainly from Donations and Childcare Fees.

### Budget for the Year 2001

20. NLCSC Vice President Rev Tan KK presented the Year 2001 Budget (please refer handouts for details).
21. He highlighted that revenue from the Childcare to support NLCSC will only begin in April 2001; the Childcare has just started its operation in Jan 2001 and is still not operating at full capacity.
22. We are to bear in mind that NLCSC will need capital funding for office equipment, etc.
23. He announced that the Church Board has approved tithings to be made to NLCSC in their tithing envelopes.
24. NLCSC's vision is to acquire void deck or other facilities for its daily operation.
25. In response to Lian Seng's suggestion to explore the idea of using containers as daily activity centre and office use, he stated that the Committee will need to study the possibility in detail.
26. His vision is to see NLCSC fully utilising its allocated premises with minimal expenditures involved in all services.
27. Funding -
  - 27.1. CEFC has put aside some funds for NLCSC's operation.
  - 27.2. He stressed that we should not hold high expectations for government funding, most VWOs take 2 years or more to receive such funding.
  - 27.3. Some fund raising events coming up are
    - 27.3.1. Charity Walk on 1<sup>st</sup> May, at least 80% of the funds raised will go to NLCSC
    - 27.3.2. Flag Day: TOUCH Community has graciously agreed to allow NLCSC to use its licence for the event.

- 27.4. He announced that Wong Cheng's proposal to hold a Golf Tournament to raise \$150,000 will be further discussed in detail with the Committee.
28. The Budget for the Year 2001 was accepted unanimously.

### NLCSC Programs

29. NLCSC's programs are categorised into 3 main services - Children/Youth, Adult/Family and Elderly/Medical.
30. Children/Youth Services headed by John Lim
- 30.1. Childcare Centre update by Swee Bee
- 30.1.1. the maximum capacity is 97 children; to date, intake is still not at full capacity in order to allow teachers and children to adjust and we desire to provide quality services
- 30.1.2. the Childcare is still experiencing some teething problems which is expected of any newly setup centres
- 30.1.3. the Childcare operation licence is for a period of 2 years and its under MCDS's regulations and guidelines; a copy of the Childcare's handbook had been submitted to MCDS
- 30.1.4. To date, we have only 1 child on welfare scheme
- 30.1.5. Swee Bee urged all to pray for the Childcare, its Supervisor as she liaise with MCDS, the children's health problems and fights and for the parents' understanding in all circumstances.
- 30.2. Tuition Services update by Hui Khee
- 30.2.1. presently, we are only offering services to P4 & P6 only due to lack of facilities and volunteers
- 30.2.2. monthly fees charge per child is \$50; the lower income children need pay only \$5 each.
- 30.2.3. subjects offered are Mathematics, Science and English
- 30.2.4. all current volunteers are paid a token fee to cover transportation
- 30.2.5. Hui Khee stressed the urgent need for more volunteers and is willing to recruit homemakers to make up for the shortage of volunteers
- 30.2.6. our objective is to reach out to the lower income group but to date, the RCs are yet to provide us with the name list
- 30.2.7. normal paying children are enrolled to subsidise the lower income and welfare cases
- 30.2.8. in response to Eugene's suggestion to shut down the current service and consider supporting Greenridge Primary's tuition scheme for needy ones, Hui Khee highlighted that we may not be able to touch base and build closer bonds with the community; besides we may not have the funds to do so
- 30.2.9. in response to Lian Seng's suggestion to operate tuition centre instead for the poor and needy only, John explained that this will need detailed planning and funds and NLCSC is still trying to obtain the name list of needy cases from the RC
- 30.2.10. Our President stresses that under no circumstances should we discontinue the tuition service as this will affect the community's views on NLCSC and may have adverse impact on the children; we will have to continue our service till the year end unless all the children have withdrawn personally
- 30.2.11. Da-Win recognised and thanked Hui Khee and her team of volunteers for their hard work, they had indeed done well; the service can be redefined, matching supply and demand so that our resources can be fully utilised.
- 30.3. Sunbeam Club
- 30.3.1. is a program for children 7 to 12 years old

- 30.3.2. it is being headed by CEFC's Children Ministry Director Betty
- 30.3.3. it will be launched this week with a Children's Discovery Camp; main emphasis of camp is on character building
- 30.4. Greenridge Secondary School Outreach by Rev. Tan KK
  - 30.4.1. a Seminar and Leadership Camp was held in Dec 2000, receiving a good response, building good rapport with both students, teachers and parents
  - 30.4.2. CEFC's Pastor Swee Boo is currently offering Counseling services at the school premises every Friday afternoon
  - 30.4.3. our vision is to connect youths to church
- 31. Adult/Family Services by Rev Tan KK
  - 31.1. Legal Advice : this free service once a week has failed to receive any response, we are reviewing and considering to discontinue service; we can explore the idea of offering our service to an Indian Community service which is offering free legal advice also in Bukit Panjang.
  - 31.2. Counseling Service : currently once every Thursday night, we may consider to include Monday nights as well; response has been good and we have a few ongoing cases
  - 31.3. Family Talks/Workshops : plans are still in pending
- 32. Elderly/Medical Services by Loh Ngai Kun
  - 32.1. New Life Cozy Corner
    - 32.1.1. program was launched with a Hi-Tea in Dec 2000
    - 32.1.2. it serves as a contact point for the community
    - 32.1.3. more activities will be implemented
    - 32.1.4. we urgently need volunteers to help in administration, coordinating events and publicity
  - 32.2. Medical Services
    - 32.2.1. the team had organised Health Talks and Screening in Oct 2000
    - 32.2.2. more events will be organised to fully utilise our resource
    - 32.2.3. Eugene and Louis are working on the Domicillary Care project; NLCSC will partner with St. Luke's Hospital
    - 32.2.4. we are also exploring the idea of setting up a Rehab Centre specialising in stroke, etc ; this is to reach out to those who are in need of special therapy but do not require inpatient treatment at hospitals; such services will need a substantial sum of funding, facility and full time staff
    - 32.2.5. in response to Lian Seng's suggestion of operating 'free clinics' for the needy community, Ngai Kun replied that we are already exploring the idea but most GPs are not keen to loan their premises to protect themselves; operating from CEFC's premises will need a licence and this can only be applied by a registered doctor; we also need to carefully study the pros and cons of such a clinic
    - 32.2.6. in response to Lian Seng's comments on our care is to be purely out of God's love and needy patients are not to be treated as lower class citizens, John cautioned that whatever is offered 'free' can be taken for granted, patients are not that easy to handle and all volunteer doctors are fully responsible for their services offered; 'free' services can be offered to only those under welfare scheme.

### Any Other Business

- 33. In response to Hua Min's suggestions to review NLCSC's Mission Statement, to explore following other models like YMCA's Membership model (which include non-Christians,

- without voting rights), to encourage professionals like teachers, doctors, lawyers, etc to move relocate their workplace at Bukit Panjang to build a strong network to permeate the community, our President thanked him for providing such good insights and assured that all suggestions and feedback brought up will be taken into consideration and discusses with the Committee.
34. Committee Members Changes and Appointments by Ngai Kun -
    - 34.1. Amos Lee had officially stepped down
    - 34.2. Lee Hui Khee is now a Committee Member and had relinquished her duties as NLCSC's Auditor
    - 34.3. Maggie Tan has been appointed as an Ordinary Member and Auditor
    - 34.4. The newly appointed Committee Members are: Pamela Choo, Lee Swee Bee, Felix Wong, Edwin Pang, Matthew Woo and Louis Tan.
  35. Our President introduced Da-Win, NLCSC's newly recruited staff who will head NLCSC.
  36. Da-Win gave a brief sharing about his calling, he acknowledged and thanked all NLCSC's volunteer lay people for laying the bedrock for NLCSC; he appreciated their hard work.

There being no other business, the meeting came to a closure with word of prayer by Pastor Tony Yeo.

Recorded by  
Maureen Yap, Secretary

Approved by  
Lawrence Chua, President

# President's Report

**Lawrence Chua Kim Choon**  
**President**

## 1. INTRODUCTION

2001 lays the foundation as well as the commencement of the track record of New Life. Beginning with the opening of New Life Childcare on 2 Jan 2001, it has been activity after activity for almost every month of the year. Highlights of activities for 2001 were our participation: -

- (a) in the "Good Neighbours Week Carnival and Art Competition" of Bukit Panjang RC Zone 11 on 24 June 2001, and
- (b) at the Love Singapore Christmas Banquet 2001 on 15 Dec 2001, in partnership with the Bukit Panjang CCC Welfare Coordinating Committee and the Bo Tien Home for the Aged.

Participation in the "Good Neighbours Week Carnival and Art Competition" would not be possible without the effort put in by the various care groups especially when the event falls on a Sunday. My personal thanks to all those church members who have to "juggle" their time in attending both worship service and helping out at the carnival.

## 2. STAFFING

As with all successful organisations, New Life will need good staff to plan and execute their programmes. In this aspect, we are blessed to have the following to come on board and serve as staff: -

- (a) Mr Lee Da-Win                      Centre Executive wef 1 Mar 2001
- (b) Mr Ng Kim Leong                Administration and Projects Officer wef 1 Apr 2001

They will be the ones on whom we depend for the successful implementation of our programmes. We expect to appoint more staff in the coming months.

## 3. FINANCE

Raising of funds has and will always be a problem for us. For a start, we managed to raise \$15,421.23 during the Charity Friendship Walk 2001, of which \$3,084.25 was contributed to the Community Chest. The net proceeds of \$12,336.98 were retained by New Life for our charitable activities. Income from New Life Childcare is not sufficient to carry out our core activities. In this aspect, we thank the Church for funding one-third of our annual budget. New Life will have to look for other avenues to raise the remainder.

New Life's expenditure has grown tremendously within a short period of one year. This is largely due to Childcare, which began operations in 2001. Our accounts now have to be audited professionally instead of honorary auditors just a year ago.

#### 4. ACTIVITIES FOR 2002

New Life has three "wings" to service, namely

- Children/Youth
- Adult/Families
- Elderly/Medical

To date, we have New Life Childcare as our "Children/Youth" main programme.

For "Adult/Families", we have Juat Wah (who just joined us in January this year) to spearhead our counseling activities in the coming months. The "How to Motivate Your Child to Learn" seminar to be held on this coming Saturday, 23 Mar 2002, is the forerunner of the many more "packages" for this year. Currently, New Life also administers the Love Singapore Fund on behalf of the Church, disbursing a total of \$7,143.77 to needy families to date.

Our management committee has agreed about a fortnight ago to launch a "New Life Home Medicare" in the next few months. Planning, surveys and deliberation for this community service started as early as 2001. It is a project to provide the homebound sick with medical and paramedical services and will be our programme for the "Elderly/Medical" wing for this year.

More community outreach activities will be planned and organized once more staff are recruited.

#### 5. THE CHALLENGES AHEAD

Much as we tried to avoid it, increasingly there will be duplication of the same services run by the Church and New Life. The Church has Family Life programmes, so does New Life. The Church has its own youth worker, so does New Life. Fortunately, our missions are different. Whilst the Church caters to the needs of the congregation (i.e. the internal need), New Life is committed to serving the community in Bukit Panjang (i.e. the external surroundings). Still, New Life would like to see both bodies complimenting each other in carrying out these activities. That's the challenge for New Life in the years ahead.

LAWRENCE CHUA  
PRESIDENT  
14 MAR 2001

# Centre Executive's Report

Lee Da-Win  
Centre Executive

## The Year in Review

Year 2001 has been a Year of Establishment for New Life. Besides establishing its organizational identity with the relevant authorities, it established and now operates out of an independent office, co-located with Covenant EFC. It established its own staff payroll, having begun to employ its own staff, and it established new programmes and services as its activities gradually became more and more noticeable in the community.

## Staff

With the growing number of employed staff, it became necessary to re-organise New Life into two departments – New Life Childcare (NLCC), and New Life Social Services (NLSS).

NLCC saw 11 new members of staff joined, of which 3 resigned shortly after. Another 2 staff members also left during the year. NLSS brought in its first 2 staff – the Centre Executive, who joined on 1 March 2001, and the

Administration and Projects Officer on 1 April 2001.

New Life's total staff strength, as at 31 December 2001, was 19, comprising 17 (of which 4 were part-time) were from NLCC and 2 from NLSS.

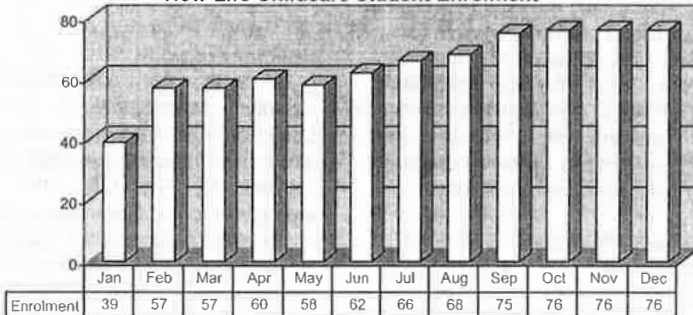
## Programmes, Services & Activities

### Childcare

NLCC commenced operations on 2 Jan 2001 with an enrolment of 39 students. As of December, enrolment stood at 76, with 17 students in Playgroup, 31 in Nursery One, 18 in Nursery Two, and 10 in Kindergarten One & Two.

NLCC held its first Parent-Teacher Day on 30 June 2001. About 70% of parents turned up, taking the opportunity to better understand their children's progress. A mini-exhibition was held to showcase the children's craftwork, and some stalls were set up to display children's books, computers

New Life Childcare Student Enrolment



and stationery. On 4 Oct 2001, 27 children with 7 teachers went on an excursion to the Singapore Zoological Gardens. NLCC also celebrated National Day, Children's Day and Teachers' Day.

### **Children & Youth Services**

Previously known as the Sunbeam Club, the *New Life Kidz Club* ran two camps and one outing in the March, June and September holidays, emphasizing the need for strong moral character development using the Discover Character! Programme. The themes of "attentiveness" and "obedience" were covered. The total participation for these three programmes was 79 children, led by a team of dedicated facilitators and helpers including James Loi, Jenny Heng, Betty Lee Chue Lin, Tan Boon Lan, Tan Ling Yen, Chan Swee Fen, Audrey Ch'ng, Nelson Leong, Rebekah Woo, Ingrid Lim, Chua Wee Li, Grace Ow, Regina Lai, and Jan Chong.

*New Life Tuition*, ran twice-a-week tuition classes for Primary 4 and 6 students, with a total of 18 children having used our service. Of these, 11 stayed till the end of the year and graduated. The team of dedicated volunteer tutors, many of whom came to give tuition in the evening after a long day at work, are Lee Hui Khee (Co-ordinator, until June 2001), Chong Khian (Co-ordinator, from June 2001 onwards), Ingrid Lim, Maggie Tan, Chang Suo Hui, William Ko, Pamela Choo, Alice Tan, Loh Ngai Seng and Elaine Tan. The demand for tuition services remains high, while the search for committed tutors to provide these services remains laborious.

### **Adult & Family Services**

The *New Life Counsellors*, volunteers comprising Quek Ai Lay

(Co-ordinator), Vince Quek, Kom Mun Yen, Angelina Ho, Rebecca Lo, and Wu Pei Fen, provided free counseling to 24 individuals and families, helping them to cope with various issues such as family, marital, and parenting issues as well as intra-and inter- personal relationships and growth.

The *New Life Legal Services* team, volunteers comprising Edwin Pang (Co-ordinator), Jimmy Ng and Ivan Ho, provided free legal advice to a total of 5 clients on various legal matters including family and criminal law. The apparently poor response to this service necessitates evaluation and perhaps, a re-packaging of the service delivery.

*New Life Family Assistance* also administered the Love Singapore Fund on behalf of Covenant EFC. This Fund provides short-term aid to families with financial difficulties to help them tide over a difficult period. During the year, \$7,143.77, raised from the generous giving from members and visitors worshipping at Covenant EFC was disbursed to a total of 9 families.

### **Elderly & Medical Services**

New Life's health and medical services, and programmes for the elderly remained on the backburner during the year. We look forward to launching new programmes to serve the elderly segment of the community.

### **Special Projects**

In the months leading up to the Charity Friendship Walk 2001, New Life coordinated a fund-raising drive, of which a portion of the proceeds were retained by New Life while another was given to the Community Chest.

On 24 June 2001, New Life was privileged to collaborate with the Bukit Panjang RC Zone 11 in its "Good

Neighbours Week Carnival and Art Competition". Cell groups from Covenant EFC enthusiastically came forward to set up and run 8 games stalls for the carnival, while two art teachers – Tan Siang Yu and Lim Won Har – volunteered their services as judges for the art competition.

With the generous sponsorship of Covenant EFC, New Life gave 96 persons – nominated by the Bukit Panjang CCC Welfare Co-ordinating Committee and residents of the Bo Tien Home for the Aged – a special seafood dinner treat at the Love Singapore Christmas Banquet at the Palm Beach Restaurant on 15 Dec 2001. The 12 tables were co-hosted by members of Covenant EFC's Chinese Congregation, and Bukit Panjang grassroots leaders.

New Life's programmes, services and activities are primarily run by volunteers, most of whom are church members and regular worshippers of Covenant EFC. Besides those whom we have managed to name, many others, at some point or other have lent us a cherished helping hand, perhaps not in the direct service delivery, but in management roles as well as supportive functions such as artwork and design, computer system administration, translation, project work, research, etc. For each of these who has partaken in this shared responsibility to serve the community, giving of their time, money and energy, we are deeply appreciative.

## Other Milestones

### Independent Office

New Life established an independent office – a key milestone

to the establishment of its independent identity – on 2 May 2001, using the premises of Covenant EFC.

### Family Life Ambassador

As a mark of New Life's commitment to building up strong and stable families in the community, New Life registered with the Ministry of Community Development and Sports as a Family Life Ambassador in April 2001. FLAs heighten the awareness of family life education and make it more accessible to the community.

### Obtained Charity Status

On 13 August 2001, New Life became gazetted as a registered Charity with the Commissioner of Charities.

### Supervision of Social Work Students

Between 26 November and 30 December 2001, New Life's social worker provided field placement supervision to two 2<sup>nd</sup> Year Social Work students from the National University of Singapore, Charis Kuang Zibing and Seng Yu Jin. The field placement provided the students opportunity to practice their classroom-acquired knowledge and skills, including direct service provision, programme planning, and basic policy-making, and community networking.

## Future Plans

### Developing Staff-Led, Volunteer-Driven Programmes

New Life will continue to develop and initiate programmes, recognizing the importance of a good staff-volunteer balance. With the shared responsibility of both parties, this formidable integration will see New

Life spurring to new heights in its service to the community. To this end, New Life looks forward to building up its volunteer corps in the coming year, while, at the same time, it aims to recruit three new members of staff to lead each of its three services – Children & Youth, Adult & Family, Elderly & Medical, co-ordinating the vital contribution of volunteers primarily from Covenant EFC.

### **Moving Out**

New Life is actively seeking premises for its first satellite center, so as to extend its borders beyond its present premises in Covenant EFC. However, while New Life intends to *move out* into the community, it also plans to permanently maintain its HQ office in Covenant EFC building. This serves to symbolically affirm the organisational bond between New Life and Covenant EFC – both a constant reminder to ourselves as well as a visible testimony to the community.

### **Application for Membership in the National Council of Social Service**

Upon completing two years since registration in March 1999, New Life looks forward to gaining membership into the National Council of Social Service. NCSS Membership marks the recognition within social service circles of a basic standard attained for service-delivery.

### **Conclusion**

In all this, we give thanks. We thank God for the opportunity to serve this community. We thank God for how He has nurtured us as we grew as an organization. We thank God for how He provided for our financial and human resources. We thank God for the opportunities to get to know and collaborate with community leaders. We thank God for the favour we have found with the relevant authorities. We thank God for every person who has given of their service unto the Lord by co-labouring with us. The list will go on. In all this, we give thanks.

## **Treasurers' Report of FY2001**

**Joyce Lim Soo Kim**  
Treasurer

Please refer to the auditors' report  
and statement of accounts  
on *subsequent 13 pages*  
duly audited in accordance with the  
Singapore Standards on Auditing  
by

**TeoFoongWongLCLoong**  
Certified Public Accountants

**TeoFoongWongLCLoong**  
Certified Public Accountants

**NEW LIFE COMMUNITY SERVICES CENTRE  
FINANCIAL STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED  
31 DECEMBER 2001**

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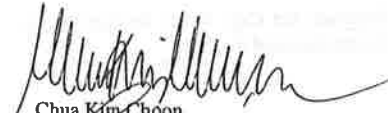
**M A Z A R S**

**NEW LIFE COMMUNITY SERVICES CENTRE**  
(Registered in Singapore under the Societies Act, Cap. 311)


**STATEMENT BY PRESIDENT AND TREASURER**

We, Chua Kim Choon and Lim Soo Kim, being the President and Treasurer of New Life Community Services Centre respectively, do hereby, on behalf of the management committee, state that in our opinion, the accompanying balance sheet, statement of income and expenditure and statement of recognised surpluses and deficits as set out on pages 3 to 9 are properly drawn up so as to give a true and fair view of the state of affairs of the Centre as at 31 December 2001 and of its income and expenditure and total recognised surpluses for the financial year ended on that date.

On behalf of the Management Committee,



Chua Kim Choon  
President



Lim Soo Kim  
Treasurer

17 March 2002

# TeoFoongWongLCLoong

Certified Public Accountants

## AUDITORS' REPORT TO THE MEMBERS OF NEW LIFE COMMUNITY SERVICES CENTRE (Registered in Singapore under the Societies Act, Cap. 311)

We have audited the financial statements of New Life Community Services Centre ("the Centre") for the financial year ended 31 December 2001 set out on pages 3 to 9. These financial statements are the responsibility of the Management Committee. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements for the financial period from 3 March 2000 (date of registration) to 31 December 2000 were not required to be audited as the gross income or total expenditure of the Centre was below \$250,000 for that financial period.

We conducted our audit in accordance with Singapore Standards on Auditing. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Management Committee as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion:

- i) the financial statements are properly drawn up in accordance with Singapore Statements of Accounting Standard, and so as to give a true and fair view of the state of affairs of New Life Community Services Centre at 31 December 2001 and of the results and total recognised surpluses of the Centre for the financial year ended on that date; and
- ii) the accounting and other records required by the Societies Act Cap. 311 to be kept by the Centre have been properly kept in accordance with the provisions of the Act.



TeoFoongWongLCLoong  
Certified Public Accountants

17 March 2002

**NEW LIFE COMMUNITY SERVICES CENTRE**  
 (Registered in Singapore under the Societies Act, Cap. 311)

**BALANCE SHEET**  
**At 31 December 2001**

	Note	2001 \$	2000 \$
<b>Accumulated fund</b>	3	111,487	9,153
<b>Family assistance fund</b>	4	8,701	4,213
		<u>120,188</u>	<u>13,366</u>
<b>Fixed assets</b>	5	<u>60,280</u>	-
<b>Current assets</b>			
Stocks		4,437	-
Sundry receivables		2,640	-
Bank and cash balances		165,175	14,326
		<u>172,252</u>	<u>14,326</u>
<b>Less current liabilities</b>			
Sundry creditors and accruals	6	75,690	960
Amount owing to a third party	7	12,218	-
		<u>87,908</u>	<u>960</u>
<b>Net current assets</b>		<u>84,344</u>	<u>13,366</u>
<b>Non-current liability</b>			
Amount owing to a third party	7	24,436	-
<b>Net assets</b>		<u>120,188</u>	<u>13,366</u>

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

**NEW LIFE COMMUNITY SERVICES CENTRE**  
(Registered in Singapore under the Societies Act, Cap.311)

**STATEMENT OF INCOME AND EXPENDITURE**  
**For the financial year ended 31 December 2001**

	Note	\$	Period from 3.3.2000 to 31.12.2000 \$
<b>Income</b>			
School fee		370,822	3,424
Interest		2,181	63
Grant from MCDS		47,100	-
Tuition fee		6,025	-
Kidz Club		900	-
Donation		20,040	5,600
Other income		31,382	76
		<b>478,450</b>	<b>9,163</b>
<b>Less expenses</b>			
Staff costs		301,976	-
Depreciation		15,531	-
Other operating expenses	8	58,609	10
		<b>376,116</b>	<b>10</b>
<b>Surplus for the financial year/period</b>		<b>102,334</b>	<b>9,153</b>

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

**NEW LIFE COMMUNITY SERVICES CENTRE**  
(Registered in Singapore under the Societies Act, Cap.311)

**STATEMENT OF RECOGNISED SURPLUSES AND DEFICITS**  
**For the financial year ended 31 December 2001**

	Note	\$	Period from 3.3.2000 to 31.12.2000 \$
Surplus from reserve	3	102,334	9,153
Surplus from Family assistance fund	4	4,488	4,213
<b>Total recognised surpluses</b>		<b>106,822</b>	<b>13,366</b>

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

**NEW LIFE COMMUNITY SERVICES CENTRE**  
(Registered in Singapore under the Societies Act, Cap. 311)

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the financial year ended 31 December 2001**

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

**1 Significant accounting policies**

**Basis of preparation**

The financial statements, expressed in Singapore dollars are prepared under the historical cost convention.

The financial statements have been prepared in accordance with and comply with Singapore Statements of Accounting Standard ("SAS").

In the current year, the Centre adopted the following standards for the first time:-

SAS 17	- Employee Benefits
SAS 32	- Financial Instruments – Disclosure and Presentation

**Fixed assets and depreciation**

Fixed assets are stated at cost less accumulated depreciation.

Fixed assets are depreciated on a straight line basis so as to write off the cost of the assets over their estimated economic lives at the following annual rates:

Computer	33 1/3%
Kitchen equipment	20%
Furniture and fittings	20%
Playgroup equipment	20%

**Income recognition**

Income is recognised on the following basis:-

Other income	-	when received in cash
Donations	-	when received in cash
Interest	-	on a time proportion basis over the period of placement of deposits with banks.
School/Tuition fees	-	over the period of the courses

**Income tax**

The Centre is exempt from income tax under section 13(3)(b) of the Income Tax Act, Cap.134 provided 80% of its income is applied for charitable purposes within Singapore. No provision for income tax has been made in the financial statements.

**2 Centre information**

The principal activities of the Centre are to assist and organise family development activities and to operate a childcare. The Centre's principal place of activities is at 10, Jelapang Road, Singapore.

The Centre had 19 (2000: Nil) employees at 31 December 2001.

**3 Accumulated fund**

	2001 \$	2000 \$
Balance at beginning of financial year/period	14,326	-
Prior year adjustment (Note 11)	(5,173)	-
	<hr/>	<hr/>
Restated balance at beginning of financial year/period	9,153	-
Surplus for the financial year/period	102,334	9,153
	<hr/>	<hr/>
Balance at end of financial year/period	111,487	9,153

**4 Family assistance fund**

	2001 \$	2000 \$
Balance at beginning of financial year/period	-	-
Prior year adjustment (Note 11)	4,213	-
	<hr/>	<hr/>
Restated balance at beginning of financial year/period	4,213	-
Donation received	11,597	4,213
Payment	(7,109)	-
	<hr/>	<hr/>
Surplus for the financial year/period	4,488	4,213
	<hr/>	<hr/>
Balance at end of financial year/period	8,701	4,213

This fund is set up specifically to finance needy students and family.

**5 Fixed assets**

	Furniture & fittings \$	Kitchen equipment \$	Playgroup equipment \$	Computers \$	Total \$
<b>Cost</b>					
Additions	39,956	6,665	26,422	2,768	75,811
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance at end of financial year	39,956	6,665	26,422	2,768	75,811
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Accumulated depreciation</b>					
Depreciation charge for the year	7,991	1,333	5,284	923	15,531
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance at end of financial year	7,991	1,333	5,284	923	15,531
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value</b>					
At 31 December 2001	31,965	5,332	21,138	1,845	60,280

## 6 Sundry creditors and accruals

	2001	2000
	\$	\$
Deposit received	39,475	960
School fees received in advance	19,140	-
Accruals	17,075	-
	<u>75,690</u>	<u>960</u>

## 7 Amount owing to third party

The amount owing to a third party, Covenant Evangelical Free Church, is unsecured, interest-free and repayable by 3 equal annual instalments of \$12,218 each commencing from 1 December 2002.

	2001	2000
	\$	\$
Within 1 year	12,218	-
Within 2-3 years	24,436	-
	<u>36,654</u>	<u>-</u>

## 8 Other operating expenses

Included in other operating expenses is:

	2001	2000
	\$	\$
Auditors' remuneration - current financial year	2,500	-
	<u>2,500</u>	<u>-</u>

## 9 Financial instruments

(i) The Centre's activities expose it to minimal financial risks and overall risk management is carried out on an informal basis by the Management Committee.

(ii) Fair values

The fair values of the Centre's financial assets and liabilities approximate their carrying amounts.

## 10 Authorisation of financial statements

The financial statements of the Centre for the financial year ended 31 December 2001 were authorised for issue by the Management Committee on 17 March 2002.

## 11 Prior year adjustment

During the financial period ended 31 December 2000, contribution to the family assistance fund of \$4,213 (Note 4) and school deposit of \$960 was charged to the Statement of income and expenditure. These amounts totalling of \$5,173 (Note 3) had been subsequently adjusted and restated in the beginning balance of accumulated funds as at 1 January 2001.

## 12 Comparative figures

The financial statements for 2001 cover the financial year from 1 January 2001 to 31 December 2001 whereas those for 2000 cover the financial period from 3 March 2000 (date of registration of the Centre) to 31 December 2000.

**NEW LIFE COMMUNITY SERVICES CENTRE**

**DETAILED STATEMENT OF INCOME & EXPENDITURE**

For the financial year ended 31 December 2001

	YEAR TO DATE S\$	LAST YEAR S\$
<b>INCOME</b>		
NLCSC INCOME - DONATION	7,703	5,600
NLCSC INCOME - FUND RAISING PROJECTS	12,337	0
NLCSC INCOME - BANK INTEREST	596	63
NLCSC INCOME - MISC	1,240	76
SURPLUS FROM NL CHILDCARE ( See SCH. B-1 )	134,609	3,424
SURPLUS FROM NL PROGRAMME ( See SCH. B-2 )	3,358	0
	<u>159,843</u>	9,163
<b>LESS EXPENSES</b>		
NLCSC - SALARIES	39,723	0
NLCSC - AWS/BONUS	3,358	0
NLCSC - CPF	6,985	0
NLCSC - STAFF MEDICAL/DENTAL	156	0
NLCSC - STAFF TRAINING	18	0
NLCSC - STAFF INSURANCE	324	0
NLCSC - TRANSPORT	96	0
NLCSC - OFFICE EQUIP./SUPPLIES	2,156	0
NLCSC - COMPUTER EQUIP./SOFTWARE	1,324	0
NLCSC - PUB/TELECOM	381	0
NLCSC - BANK CHARGES	24	10
NLCSC - AUDIT FEES	2,500	0
NLCSC - VOLUNTEERS' EXPENSES	135	0
NLCSC - M'SHIP SUB./ASSN. DUES	272	0
NLCSC - MISC EXPENSES	58	0
	<u>57,509</u>	10
<b>SURPLUS FOR THE FINANCIAL YEAR/PERIOD</b>	<b>102,334</b>	<b>9,153</b>

*This statement does not form part of the audited statutory financial statements of the company.*

**NEW LIFE COMMUNITY SERVICES CENTRE****STATEMENT OF INCOME & EXPENDITURE**

For the financial year ended 31 December 2001

Department : NL Childcare

	YEAR TO DATE		LAST YEAR	
	S\$	%	S\$	%
<b>INCOME</b>				
CC INCOME - SCHOOL FEES	370,822	82.47	3,424	100.00
CC INCOME - BANK INTEREST	1,585	0.35	0	0.00
CC INCOME - MISC	77,242	17.18	0	0.00
	<u>449,649</u>	<u>100.00</u>	<u>3,424</u>	<u>100.00</u>
<b>LESS EXPENSES</b>				
CC - SALARIES	194,500	43.26	0	0.00
CC - AWS/BONUS	15,351	3.41	0	0.00
CC - CPF	31,015	6.90	0	0.00
CC - SDL	1,261	0.28	0	0.00
CC - STAFF MEDICAL/DENTAL	4,509	1.00	0	0.00
CC - STAFF TRAINING	3,807	0.85	0	0.00
CC - STAFF INSURANCE	968	0.22	0	0.00
CC - STAFF MISC	80	0.02	0	0.00
CC - SERVICE RENDERED	905	0.20	0	0.00
CC - TRANSPORT	61	0.01	0	0.00
CC - PR & PUBLICITY	1,779	0.40	0	0.00
CC - OFFICE EQUIP./SUPPLIES	4,918	1.09	0	0.00
CC - PUB/TELECOM	288	0.06	0	0.00
CC - BANK CHARGES	166	0.04	0	0.00
CC - DEPRECIATION OF FIXED ASSETS	15,531	3.45	0	0.00
CC - GENERAL INSURANCE	265	0.06	0	0.00
CC - LICENCE/TAX	240	0.05	0	0.00
CC - F & B	10,148	2.26	0	0.00
CC - KITCHEN UTENSILS/SUPPLIES	848	0.19	0	0.00
CC - CLEANING SUPPLIES/MAINTENANCE	1,940	0.43	0	0.00
CC - TOYS/GAMES	4,108	0.91	0	0.00
CC - CLASSROOM EXPENSES	9,497	2.11	0	0.00
CC - GIFTS/SPECIAL EVENTS	1,103	0.25	0	0.00
CC - MISC EXPENSES	11,751	2.61	0	0.00
	<u>315,040</u>	<u>70.06</u>	<u>0</u>	<u>0.00</u>
<b>SURPLUS FROM CHILDCARE OPERATION</b>	<b>134,609</b>	<b>29.94</b>	<b>3,424</b>	<b>100.00</b>
NO. OF STAFF AT 31 DECEMBER 2001	15		0	
NO. OF STUDENT AT 31 DECEMBER 2001	76		0	

**CAPITAL BUDGET FY 2002**

**Proposed Acquisition of Student Care Centre for 100 students with adjacent NLCS Centre Office**

<b>PROJECTED COSTS</b>	<b><u>Assumption</u></b>	<b>S\$</b>	<b>S\$</b>
<b>Acquisition of Student Care Centre</b>			206,100
1) renovation of premises	\$527 per sqm x 300 sqm	158,100	
2) purchase of furnishing / equipment	(\$24,300 for 1st 30 students) + (\$270 x 70 students) x 10 / 9	48,000	
<b>Acquisition of NLCS Centre Office</b>			67,700
renovation of premises	\$527 per sqm x 100 sqm	52,700	
purchase of furnishing / equipment	estimated	15,000	
<b>Contingency</b>	inflate 10%		27,380
<b>Total Projected Costs (Before MCDS Grant)</b>			<b>301,180</b>
<b>Less: MCDS Grant for Student Care Centre Receivable in June 2003</b>			(185,490)
1) 90% of renovation cost of SCC	( 90% of \$158,100 )	-142,290	
2) 90% of furnishing / equipment cost for SCC	( 90% of \$48,000 )	-43,200	
<b>TOTAL PROJECTED COSTS (After MCDS Grant)</b>			<b>115,690</b>
<b>PROPOSED FUNDING BY:</b>			<b>S\$</b>
1) Support from Covenant EFC	1/3 of total projected costs of \$115,690 (> ROUNDUP) by NLCS Centre		39,000
2) Fund-Raising			30,000
3) Grant Receivable from MCDS (see note below)	Full amount estimated to be received by June 2003 - Bridging Loan needed.		185,490
4) Withdrawal from Accumulated Fund (Surplus)	by NLCS Centre		46,690
<b>TOTAL FUND REQUIRED</b>			<b>301,180</b>

**Note: Bridging Loan**

NLCS Centre will need a bridging loan of **S\$150K** from **Covenant EFC** before the MCDS grant is received - estimated to be around June 2003. The remaining S\$35K will be withdrawn from NLCS Centre accumulated fund (surplus).

**OPERATING BUDGET 2002**

	<b>NL Childcare</b>	<b>NL Social Services</b>	<b>Total</b>	<b>%</b>
No of student	90	0	90	
No of Staff	14.5	5.0	19.5	
<b><u>INCOME:</u></b>				
Childcare School Fees	534,600	-	534,600	90.7
Donation / Pledges	0	12,000	12,000	2.0
Fund Raising Project	0	28,000	28,000	4.7
Support from Covenant EFC	0	11,000	11,000	1.9
Other Income	3,200	800	4,000	0.7
<b>Total Income</b>	<b>537,800</b>	<b>51,800</b>	<b>589,600</b>	<b>100.0</b>
<b><u>EXPENDITURES:</u></b>				
Salaries	208,704	143,400	352,104	59.7
AWS	18,000	11,950	29,950	5.1
Employer CPF	36,273	24,856	61,129	10.4
SDL	1,524	-	1,524	0.3
Staff Medical & Dental	4,200	2,000	6,200	1.1
Staff Training	4,800	2,652	7,452	1.3
Staff Insurance	1,360	1,200	2,560	0.4
Others	600	600	1,200	0.2
<b>Staff Pay &amp; Related Expenses (A)</b>	<b>275,461</b>	<b>186,658</b>	<b>462,119</b>	<b>78.4</b>
Service Rendered	600	7,200	7,800	1.3
Volunteer	0	2,000	2,000	0.3
Transport	600	2,000	2,600	0.4
PR & Publicity	1,020	2,500	3,520	0.6
Office Equipment / Supplies	1,200	3,000	4,200	0.7
Computer Equipment / Software	1,200	3,000	4,200	0.7
Repair & General Maintenance	600	500	1,100	0.2
Furniture & Fittings	500	2,000	2,500	0.4
PUB / Telecom	600	2,400	3,000	0.5
Bank Charges	204	120	324	0.1
F & B	14,400	-	14,400	2.4
Kitchen Expenses	1,200	-	1,200	0.2
Cleaning Supplies & Maintenance	1,200	-	1,200	0.2
Toys & Games	3,240	-	3,240	0.5
Classroom Expenses	14,400	-	14,400	2.4
Gifts & Special Events	4,950	-	4,950	0.8
Licence & Tax	240	-	240	0.0
Membership Sub / Assn Fees	0	1,000	1,000	0.2
Audit Fees	0	2,000	2,000	0.3
Misc Expenses	8,000	6,000	14,000	2.4
2nd loan repayment - CEFC	12,218	-	12,218	2.1
NL Social Services Activities	0	13,000	13,000	2.2
<b>Other Expenses (B)</b>	<b>66,372</b>	<b>46,720</b>	<b>113,092</b>	<b>19.2</b>
<b>Total Expenses (A +B)</b>	<b>341,833</b>	<b>233,378</b>	<b>575,211</b>	<b>97.6</b>
<b>Net Surplus / or ( Deficit )</b>	<b>195,967</b>	<b>(181,578)</b>	<b>14,389</b>	<b>2.4</b>

Making  
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## Management & Staff

as of 17 March 2002

### Management Committee

	Mr Lawrence Chua	President	
	Rev Tan Kay Kiong	Vice-President	
	Ms Maureen Yap/Lim	Secretary	
	Ms Joyce Lim	Treasurer	
Dr Loh Ngai Kun	Committee Member	Mr Edwin Pang	Committee Member
Dr Yew Woon Wah	Committee Member	Mr Matthew Woo	Committee Member
Dr Eugene Lim	Committee Member	Mr Felix Wong	Committee Member
Dr Louis Tan	Committee Member	Ms Lee Swee Bee	Committee Member
Dr Soh Lea Sar	Committee Member	Ms Lee Hui Khee	Committee Member
Mr John Lim	Committee Member	Ms Pamela Choo	Committee Member

### Sub-Committees

#### Childcare Board of Governors

Ms Lee Swee Bee  
Ms Lim Sook Wai  
Ms Guok Suan Choo  
Mr Tan Cher Tok  
Mr Tee Ming Jir

### New Life Social Services Staff

Mr Lee Da-Win	Centre Executive / Social Worker
Mr Ng Kim Leong	Administration & Project Officer
Ms Bin Juat Wah	Counsellor & Programme Coordinator (Adult & Family Services)

### New Life Childcare Staff

Ms Jin Quek	Supervisor	Ms Cindy Chua	Teacher
Ms Lynn Liou	Senior Teacher	Ms Tanam D/O Sinnapillai	Asst. Teacher
Ms Lydia Tan	Senior Teacher	Ms Maureen Lee	Asst. Teacher
Ms Xiao Rui Hua	Senior Teacher	Ms Chris Lee	Childcare Asst.
Ms Wong Lai Chan	Senior Teacher	Ms Corina V.A. Jeremiah	Childcare Asst.
Ms Julie Ng	Teacher	Mdm Wong Chee	Cook
Ms Shi Rui Ju	Teacher	Ms Choong Yee Lin	Asst. Cook
Ms Zhang Yun	Teacher	Ms Ng Siew Bak	Cleaner

# Management & Finance

2010-2011

## Management & Finance

Item	2010-2011	2009-2010
Income	1000000	950000
Expenditure	800000	750000
Surplus	200000	200000
Reserves	1500000	1300000
Assets	1000000	900000
Liabilities	500000	400000
Net Assets	500000	500000

## Financial Review

The financial review for the year 2010-2011 shows a strong performance with a surplus of £200,000. This is a result of increased income and controlled expenditure. The reserves have increased to £1,500,000, providing a solid financial base for the future. The assets and liabilities remain in balance, with net assets of £500,000.

## Financial Review (continued)



New Life Community Services Centre ©