



Annual Report 2004



10, Jelapang Road, Singapore 677740.

Email: email@newlife.org.sg

Website: www.newlife.org.sg

HQ Office

Tel: 6892-7191 / Fax: 6892-7181

Childcare

Tel: 6892-0179 / Fax: 6892-0177

Home Care

Tel: 6892-0134 / Fax: 6892-7181

Our Identity

New Life Community Services Centre is a not-for-profit, voluntary welfare organization, committed to serving the Bukit Panjang community. Though established by and affiliated to Covenant Evangelical Free Church, New Life is conscious of the religious sensitivities of the community and therefore, its activities are non-religious, non-evangelistic, and available to all residents.

Our Mission

New Life seeks to enrich family and community life in Bukit Panjang through empowering people to master life's transitions.

Our Vision

New Life envisions itself as a household brand name for quality social services in Bukit Panjang.

Our Purpose

As the community services arm of Covenant Evangelical Free Church, New Life provides the platform to engage the community through a wide range of social services to enrich family and community life. New Life aims to complement established community services, working hand-in-hand with community leaders and residents to serve the Bukit Panjang community regardless of race or religion, and with no strings attached.

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New Life Community Services Centre ANNUAL GENERAL MEETING 2004

- 29 February 2004 (Sunday) • 2.30 pm •
- Covenant EFC Chapel • 10, Jelapang Road •

PRESENT

Members

Lawrence Chua	<i>President</i>
Tan Kay Kiong	<i>Vice-President</i>
John Lim	<i>Hon. Treasurer</i>
Loh Ngai Kun	<i>Hon. Secretary</i>
Edwin Pang	<i>Board Member</i>
Louis Tan	<i>Member</i>
Joyce Lim	<i>Member</i>

Ex-Officio (Staff)

Alicia Chang	Joshua Cheng
Bin Juat Wah	Lee Da-Win
Christine Kang	Nelson Ong
Diana Ooi	Ng Kim Leong
Irene Lim	Rebecca Lo
Jin Quek	

Attendees

Aaron Ho	Kenneth Cheong	Lynn Cheong	Sally Phang
Barney Lau	Lee Swee Bee	Mary Tan	Serena Tan
Chong Kwong Siew	Lim Boon Kiong	Oliver Tay	Sim Choon Siong
Chua Bee Leng	Lim Cher Beng	Pang Loo Yi	Steven Kuan
David Chan	Lim Hua Min	Patricia Koh	Tee Ming Jir
Eileen Tan	Lim Kwoon Yong	Patrick Lim	Terence Tang
Fabian Ghui	Lim Sook Wai	Portia Chan	Tony Yeo
Florence Chan	Liu Hock Choy	Rachew Chew	
Joshua Wong	Lydia Ho	Ronald Lim	

APOLOGIES

Gavin Mak	<i>Asst. Hon. Treasurer</i>	Eugene Lim	<i>Member</i>
Soh Lea Sar	<i>Board Member</i>	Maggie Tan	<i>Member</i>
Matthew Woo	<i>Board Member</i>	Sarah Hee	<i>Member</i>
Yew Woon Wah	<i>Board Member</i>		
Pamela Choo	<i>Board Member</i>		

New Life Community Services Centre's President, Elder Lawrence Chua, presiding over the 4th Annual General Meeting (2004), called the meeting to order at 2.40 pm.

Opening Address by Associate Pastor, Covenant EFC

1. Associate Pastor Rev. Tony Yeo opened the AGM with an address quoting the Parable of the Ten Minahs (Luke 19:11-27), highlighting, in particular, Jesus' charge to "do business till he returns" (v13). He reminded all present that we are to leverage Kingdom's resources carefully to meet human need, which is what New Life seeks to do in serving the Bukit Panjang community. He exhorted New Life to be faithful, and to press on in doing such "business" until the Master returns.

Confirmation of Minutes

2. No amendments were made to the minutes of New Life's 3rd Annual General Meeting (2003), held on 31 March 2003 (Sunday). The confirmation of the minutes was proposed by Dr Louis Tan, and seconded by Ms Joyce Lim.

Matters Arising from 3rd AGM (2003)

3. **Society Membership**
Elder Lawrence Chua was pleased to announce that new members were being accepted into the society that day. This resulted from Dr Louis Tan and Elder Lim Hua Min's suggestions in the previous AGM that New Life's society membership should be increased.
4. **Space Constraints**
Following up from Elder Tan Lian Seng's anticipation of space constraints faced by New Life, Mr Lee Da-Win explained that he will be updating the General Meeting – shortly, in his report – of the plans for moving out to New Life's first satellite centre.

Acceptance of New Members into the Society

5. The following were accepted as new members into the Society:

- | | |
|--------------------------|----------------------|
| (1) Chan Poh Shan | (9) Liu Hock Choy |
| (2) Chong Kwong Siew | (10) Sim Choon Siong |
| (3) Lydia Ho | (11) Rachel Sin |
| (4) Barney Lau | (12) Tan Seo Peng |
| (5) Lee Swee Bee | (13) Terence Tang |
| (6) Leong Sook Wai | (14) Oliver Tay |
| (7) Lim Hua Min | (15) Tee Ming Jir |
| (8) Patrick Lim Kah Hock | (16) Tony Yeo |

Election of Board Members & Office Bearers (2004 – 2006 Term)

6. Appointed to administer the election process, Centre Manager Lee Da-Win explained to the General Meeting that, according to New Life's Constitution (Article #7.4), "election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot". The General Meeting unanimously agreed to conduct the election by secret ballot.
7. Lee Da-Win then proceeded to introduce the following nominees for the respective offices of the Society:

(1) Lawrence Chua	<i>for the office of</i>	President
(2) Tan Kay Kiong	<i>for the office of</i>	Vice-President
(3) Edwin Pang	<i>for the office of</i>	Honorary Secretary
(4) Gavin Mak	<i>for the office of</i>	Honorary Treasurer
(5) Loh Ngai Kun	<i>for the office of</i>	Assistant Honorary Treasurer
(6) John Lim	<i>for the office of</i>	Board Member
(7) Patrick Lim Kah Hock	<i>for the office of</i>	Board Member
8. All nominees were subsequently elected to office unanimously by the General Meeting.

Reports

The following reports were received by the General Meeting:

9. **President's Report**

- 9.1. Elder Lawrence Chua recalled that, at the public invitation of the Ministry of Community Development and Sports in late 2003, New Life had submitted a proposal to take over the operations of the Family Service Centre at Petir Road from Muhamadiyah-Mendaki, which was withdrawing. However, MCDS had selected another voluntary welfare organisation over New Life to do so.
- 9.2. He updated the General Meeting that the proposed location for the Youth Centre had been approved by the Housing and Development Board (HDB), but it was smaller (only 250 m²) than the actual floor area originally desired (400 m²).

- 9.3. He informed the General Meeting that 2004 will be a year of consolidation of the existing services, in particular, the Youth and Community Health Centres, as well as fine-tuning of the Childcare and Family Life Centres.
- 9.4. He thanked Covenant EFC for its support, and called on members of Covenant EFC, especially those who are in a position to make or influence corporate donations in their companies, to kindly do so.

10. Centre Manager's Report

- 10.1. In his report, Mr Lee Da-Win highlighted the increased scope of New Life's work, especially in the Home Care and Youth Services. The growing number of schools with which New Life was partnering with also testified to this. Correspondingly, the staff strength has grown, and staff training and development will continue to be emphasised. SARS was also a major threat to the operations in the previous year, but thankfully, the Home Care, Childcare as well as other programmes and services were not affected by SARS. Finally, space remained a matter of contention, with New Life's growing needs.
- 10.2. Mr Lee Da-Win proceeded to show the General Meeting some pictures of Block 419, Fajar Road and some proposed layout plans of the upcoming Youth Centre, which, he explained, will be a huge relief – once completed – to New Life's increasing space needs.

11. Sharing of Aspirations by the New Life Staff Team

- 11.1. Ms Jin Quek, Supervisor of New Life Childcare, shared her key aspiration for the year ahead i.e. to raise the standards of the childcare and, in particular, for the license renewal exercise at the end of 2004.
- 11.2. Ms Rebecca Lo, Social Worker and Programme Co-ordinator (Children Services), shared about the growing work with children in the community, giving them the necessary space and emotional support that they required.
 - 11.2.1. Elder Lim Hua Min pointed out that sustainable development had to be considered, and that programmes should not only have a remedial focus.

- 11.3. Mr Nelson Ong, Counsellor and Programme Co-ordinator (Youth Services), shared his passion for the youths in the community, and the tremendous opportunities to reach youths at the upcoming Youth Centre.
- 11.3.1. Mr Barney Lau asked how the youth in the community would be engaged to come to the Youth Centre, to which Mr Nelson Ong replied that the existing school-based work and collaboration with grassroots organisations have already enabled New Life staff and volunteers to “touch base” with youths in the community. Furthermore, with the appropriate location and attractive facilities of the Youth Centre, he was certain that the Youth Centre would draw the crowds.
- 11.3.2. Mr Kenneth Cheong asked if guidelines had been drawn up for the kind of games and music that will be allowed at the Youth Centre. Mr Nelson Ong replied that the Team had not yet reached such a detailed level of planning at this stage.
- 11.3.3. Mr Barney Lau asked if performance indicators have been instituted to ascertain the effectiveness of programmes. Mr Edwin Pang replied that the following could be used e.g. the number of participants in each programme, the feedback received from participants, and feedback received from participants’ school teachers and principals. He also emphasised that the Youth Centre’s programmes should not be for delinquent youths only, but to be an adequate mix of programmes for mainstream youth too. This is to avoid creating the impression that the Youth Centre is only for delinquents.
- 11.4. Ms Bin Juat Wah, Programme Co-ordinator (Adult & Family Services), aspired towards creating a place of welcome in New Life, offering hospitality to all in the community.
- 11.5. Ms Diana Ooi, Programme Co-ordinator (Community Health Services), aspired towards providing quality healthcare in the support of patient recovery.
- 11.6. Ms Irene Lim, Admin Officer, aspired towards establishing systems providing organised and accessible information made available in support of operations.

Treasurer's Report

12. Mr John Lim, Honorary Treasurer, presented the Statement of Accounts for FY2002, duly audited by M/s TeoFoongWongLCLoong, Certified Public Accountants.
13. He registered a note of thanks to the following:
 - 13.1. Covenant Evangelical Free Church, especially for the financial support and fund-raising opportunity.
 - 13.2. Centre Manager Mr Lee Da-Win and Finance Officer Mr Ng Kim Leong, for ensuring that all financial transactions are in good order and for the competent preparation of the financial statements, with which the auditors were generally very satisfied.
14. He also informed the General Meeting that New Life will begin to look into fund-raising from external sources.

Proposed FY2004 Budget

15. Mr John Lim, Honorary Treasurer, presented the Proposed Budget for FY2004.
16. Mr Kenneth Cheong pointed out that the IT budget for LAN Gaming, and for communication with the satellite centre is inadequate. Mr Lee Da-Win thanked Mr Kenneth Cheong for bringing this matter up, and will seek his advice on this matter separately.
17. Mr Patrick Lim noted that a \$259K deficit was budgeted for, and that this almost entirely accrues from the \$247K capital budget for the Youth Centre. Mr John Lim also added that donations for the Youth Centre starting coming in since the previous financial year, and these funds have since been transferred to the accumulated fund. The budgeted deficit therefore merely utilises the funds for the original purpose for which they were raised.
18. Dr Louis Tan enquired why the surplus from the Childcare for FY2004 was budgeted at only \$57K when the surplus in FY2003 was \$158K. Mr Lee Da-Win replied that this accrued mainly from the \$62K in rental and \$19K in utilities, payable by the Childcare to Covenant EFC, but which is then donated-in-kind back to New Life's HQ Office. In FY2003 and before, this amount was not reflected into the budget.

19. The acceptance of the audited Statement of Accounts for FY2003 as well as the Proposed Budget for 2004, were proposed by Mr Tee Ming Jir, and seconded by Mr Liu Hock Choy, and unanimously accepted by the General Meeting.

Appointment of External Auditors for FY2004

20. On behalf of the Board, Elder Lawrence Chua proposed the nomination of Certified Public Accountants **M/s TeoFoongWongLCLoong, Certified Public Accountants** for re-appointment as New Life's external auditors for FY2004. The nomination was accepted unanimously by the General Meeting.

Any Other Business

21. Recruitment of Volunteers

Dr Terence Tang asked how more volunteers can be raised from Covenant EFC to support New Life's work. Mr Lee Da-Win thanked Dr Tang for his interest in volunteers, and took the opportunity to introduce Mr Ng Kim Leong, who would soon be relinquishing his position as Finance Officer to take up a new (part-time) position of Volunteer Co-ordinator. His new portfolio would require him to oversee the entire volunteer needs of New Life, recruitment of which will be one of the crucial functions.

22. Key Goals & Directions

Mr Liu Hock Choy suggested that, at future AGMs, the key goals and directions for the current year could be outlined, as this would give members greater clarity of where New Life was headed. Elder Lawrence Chua agreed, and thanked Mr Liu for his suggestion.

Vote of Thanks

23. Mr Lee Da-Win proposed a vote of thanks to President, Elder Lawrence Chua, for chairing the AGM.

The meeting was adjourned at 5.00 p.m. with Rev. Tony Yeo closing in prayer.

Recorded by

Lee Da-Win
Recording Secretary

Vetted by

Loh Ngai Kun
Honorary Secretary

Approved by

Lawrence Chua
President

President's Report

Lawrence Chua Kim Choon

HISTORY

1. 2005 marks our fifth year of operation, having started on 2 Jan 2001 with the Childcare Centre in our Church premises. GOD has tremendously blessed our efforts to the extent that with each new year, He entrusted New Life with a new and different community project viz.: -

(a) Childcare	2001
(b) Family Life Centre	2002
(c) Community Health Centre	2003
(d) Youth Centre	2004

In 2004, however, the construction of our proposed Youth Centre did not pick up as was quickly as planned, in time for the third quarter of 2004.

PROGRAMMES

2. Much time and effort was spent by both the Board and the Youth Centre Management Committee (YCMC) on the youth centre project. Action started as early as February 2004 when we received the letter of offer from HDB permitting New Life to build our Youth Centre at the void deck at Block 419, Fajar Road. I am pleased to announce that the tender has already been awarded and our "New Life Youth HUB" will be completed by June 2005. Our MP, Mr Gan Kim Yong, has consented to open the premises officially on Monday, 4 July 2005, which happened to be a school holiday.
3. The work in our Community Health Centre has been gradually picking up, but the operational capacity to take on an increased patient load remains capped. Though additional nursing staff was recruited to attend to the increased requests for services that we have received, New Life sorely needs the services of a full time doctor to fully exploit the opportunities available in this area of outreach to the community.
4. Nevertheless, New Life will pay more attention to programmes for the elderly in 2005. After the Youth Centre, we hope to obtain another HDB void deck to build our New Life Community Health Centre - maybe in 2006 or 2007 depending on availability of funds.

5 The services that attracted less publicity, but nevertheless had made much inroad to the community are our various school-based programmes that we offer to the schools. As at end-2004, New Life is involved in the following programmes with these schools: -

- Fajar Sec School - School Family Education (SFE)
- Zhenghua Sec School - STEP-UP¹ Programme
- Zhenghua Pri School - School-based Counselling

Discussion is currently underway with another two more schools.

FUNDING IN THE YEARS AHEAD

6 We would like to record our appreciation to Covenant Evangelical Free Church Board and the congregation for both corporate and individual contributions to New Life. New Life knows that we cannot fully hedge on the congregation for the balance of funds required to pay our staff and to carry out our various programmes. A Fund Raising Committee is being formed to look into this.

VISION AND STRATEGY FOR 2005

7. New Life aims to be a household brand name known for its quality social service in Bukit Panjang. In our first five years of operation, New Life has been successful in reaching out to the community through our childcare, family life and community health services. The challenge for the next five years is how to improve on these services and to benchmark them against those offered by other voluntary welfare organisations (VWOs).

APPRECIATION

8. To the staff (both old and new) as well as to the volunteers, I would like on behalf of the New Life Board to thank all of you for your contributions to a very successful year of operation in 2004. Without your selfless efforts and sacrifices, New Life Community Service Centre will not be as it is today.

¹ School Social Work to Empower Pupils to Utilise Potential

Centre Manager's Report

Lee Da-Win

A not-for-profit voluntary welfare organization committed to serving the community, New Life Community Services Centre ("New Life") seeks to enrich family and community life in Bukit Panjang through empowering people to master life's transitions. Affiliated to Covenant Evangelical Free Church, New Life serves as the face and hands of the church to the community, and provides the platform to engage with Bukit Panjang through a wide range of social services to enrich family and community life. At the same time, New Life is conscious of the religious sensitivities of the community and hence, New Life serves the community regardless of race or religion, with no strings attached, complementing established community services, and working hand-in-hand with community leaders and residents.

THE YEAR IN REVIEW

In April 2004, New Life was restructured for growth, primarily so that its operations will become more clearly-defined, and service-user oriented. This led to the delineation of New Life's 4 operating centres and 3 supporting HQ departments as follows:

- Childcare Centre
- Family Life Centre
- Community Health Centre
- Youth Centre
- Finance & Human Resource Department
- Corporate Services Department
- Operations Planning & Support Department

Following that, specific programmes and services within each Centre were also individually defined, so that New Life (as well as its service-users) became much more focused on exactly what "products" it had to offer to the community.

From this, statistical indicators for the evaluation of each centre, programme and service could then be developed. The vast variety of New Life's programmes made this a complex exercise, as generic indicators (which measure all programmes), as well as programme-specific indicators (which measure specific programmes only), had to be carefully developed concurrently so as to correctly and completely measure the entire range of programmes. This was further complicated by the need to align some of these internally-used indicators with mandatory standards and requirements of external grant-making bodies (such as the Ministry of Community Development, Youth and Sports) from which New Life received funding. Nevertheless, New Life

has taken its baby step into the foray, and the first of these “generic” key statistical indicators – measurements of New Life’s extent of impact – have been included in this report for public accountability. At the same time, New Life recognizes that there still remains other essential dimensions of service-delivery (such as the elusive “quality of service”) and will continue to develop its battery of statistical indicators, so as to best reflect the effectiveness and efficiency of its work.

STAFF TEAM

With the growing base of programmes and services provided to the community, New Life’s staff strength grew correspondingly, with 5 new staff joining the Staff Team in 2004:

HQ Office

Serena Tan	Finance & HR Officer	[from 15 Mar 2004]
Jackii Lau	Finance & HR Assistant	[from 12 Apr 2004]

Community Health Centre

Josephine Poh	Staff Nurse	[from 5 Jul 2004]
Jacqueline Wee	Admin Assistant	[from 1 Jun 2004]

Youth Centre

Tricia Lim	Programme Assistant	[from 1 Jun 2004]
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A new part-time position of Volunteer Co-ordinator was also created in 2004, and Ng Kim Leong, relinquishing his position as Finance Officer, was re-designated to assume this position on 1 Apr 2004.

New Life also bade farewell to:

Childcare Centre

Wong Chee	Cook	[until 5 Apr 2004]
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Family Life Centre

Christine Kang	Programme Co-ordinator	[until 31 Dec 2004]
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Community Health Centre

Tan Wan Chiu	Admin Assistant	[until 20 Feb 2004]
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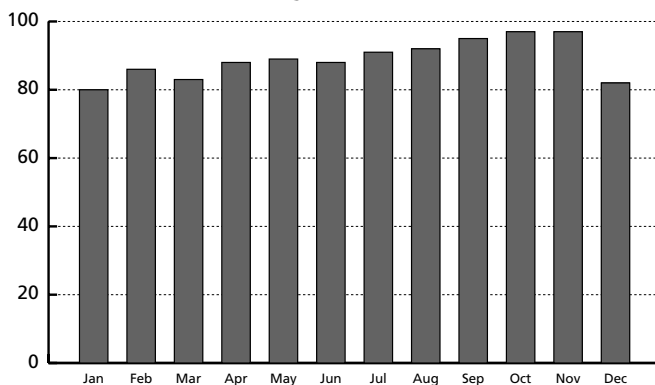
As of 31 Dec 2004, the New Life Staff Team comprised 27 persons, of which 3 work part-time, and thus having an actual operating strength of 25½ staff.

NEW LIFE CHILDCARE

New Life Childcare's average annual enrolment was 89 children per month. In October 2004, after operating for close 4 years, the Childcare finally attained a full enrolment of 97 children for the first time – a goal aspired towards since the day the Childcare opened. This milestone attests to the escalating service quality provided in New Life Childcare, recognised (and hence in demand) by the service-users in this community.

New Life Childcare Detailed Monthly Enrolment, By Class (2004)							
	PG	N1	N2	K1	K2	SC	Total
Jan	0	16	25	16	23	0	80
Feb	0	19	25	19	23	0	86
Mar	0	18	25	18	22	0	83
Apr	3	18	26	19	21	1	88
May	3	17	27	20	21	1	89
Jun	3	17	27	20	20	1	88
Jul	4	18	28	20	20	1	91
Aug	4	19	28	20	20	1	92
Sep	6	79	28	21	20	1	95
Oct	7	21	27	21	20	1	97
Nov	7	21	27	21	20	1	97
Dec	3	6	24	24	25	0	82
Monthly Average	4	17	26	20	21	1	89

**New Life Childcare
Total Monthly Enrolment (2004)**





Adding variety to the children's daily routines, some of the Childcare's special events held in the course of the year were:

- National Day Celebration cum Children's Sports Day, 8 Aug 2004
- Excursion to West Coast Park, 8 Apr 2004
- Excursion to Singapore Discovery Centre, 17 Sep 2004
- 2nd Year-End Concert cum Graduation Ceremony, 13 Nov 2004

In its periodic license renewal exercise in December 2004, the Ministry of Community Development, Youth and Sports (MCYS) conducted its mandatory inspection of the Childcare's operations and found the Childcare to have remarkably surpassed the required minimum operating standards. MCYS thus granted New Life Childcare the industry's "gold standard" 24-month license renewal (typical renewals are for 12-month periods only). Deserving special commendation was the Childcare's attainment of 100% trained teachers, well surpassing MCYS' minimum requirement of 60%.

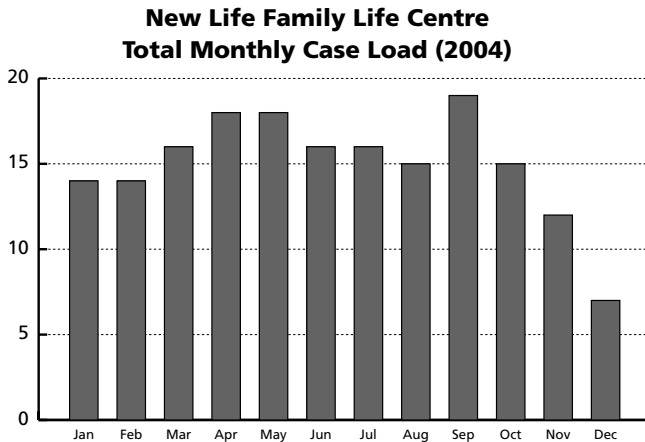
In moving towards "going cashless", the Childcare implemented the collection of monthly fees via GIRO in July 2004. Fee payment via GIRO also enabled eligible service-using parents to pay for their children's fees from their child's Child Development ("Baby Bonus") Account. New Life is pleased that currently, about half of the service-users are regularly paying their fees via GIRO.

NEW LIFE FAMILY LIFE CENTRE

Family Support

New Life supports individual and families in need through the provision of remedial intervention services comprising casework and counselling, information and referral, financial assistance and legal advice.

In total, 55 cases were managed. From these cases, a total of 93 persons received services as direct beneficiaries. This excludes the "ripple effect" to indirect beneficiaries, such as family members who would no doubt have benefited from the direct beneficiaries' improved well-being, which have not yet been measured.



New Life Family Life Centre Total Case Load (2004)	
Cases Brought Forward from 2003	9
New Cases Opened	45
Total Cases Managed	(55)
Cases Closed	51
Case Load as at 31 Dec 2004	4

Family Life Enrichment

New Life strengthens and enriches families through the provision of developmental and preventive intervention services comprising FLE workshops, family bonding activities and support groups.

In 2004, 3 such FLE programmes were conducted, with the emphasis on marriage and parenting. These were:

Programme	Date	Participants
Raising Your Child with 7C's	21 & 28 Feb 2004	27
A Recipe for Better Sex (in partnership with the Singapore Planned Parenthood Association)	15 May 2004	55
Parent Support Group	22 Jul – 18 Aug 2004	17

A total of 99 persons attended and benefited directly from these programmes.



School Family Education Programme @ Fajar Secondary School

After months of preliminary groundwork, New Life embarked, in April 2004, on the School Family Education programme as the selected Service Provider for Fajar Secondary School. A 3-year, MCYS funded programme, this aims to enhance the quality of family life by making family life education (FLE) resources easily available through providing FLE programmes and setting up a family life centre within schools. This new initiative enables New Life, strategically partnering with Fajar Secondary School, to achieve the joint objective of strengthening families in the community.

New Life conducted the following FLE programmes – primarily targeted at the parents of students – for the School:

Programme	Date	Participants*
Parents Connect (I) Seminar	3 Apr 04	33
Parents Connect (II) Seminar	22 May 04	25
Parents Connect (III) Seminar	23 Oct 04	7
Parents Connect (IV) Seminar	2 Oct 04	9
Parents Connect Video (I)	20 Aug 04	11
Parents Connect Video (II)	17 Sep 04	5
Parents Connect Video (III)	15 Oct 04	4
Parents Connect Video (IV)	6 Nov 04	3
Public Lecture	24 Jul 04	124
Family Bonding	31 Aug 04	76
Parenting Seminars	3 Sep 04	130

* includes some School Staff



New Life also conducted the following life skills programmes – primarily targeted at the students – for the School:

Programme	Date	Participants
Class Leader	12, 20, 26 Apr, 4 & 21 May 04	108
Character Workshop	25 & 27 May 04	317
Assembly Talks	12 & 13 Jul 04 2 & 3 Aug 04	1,343
Councillors	6 Sep 04	27
Graduation	9 Oct 04	210

New Life also conducted the following FLE programmes exclusively for the School staff:

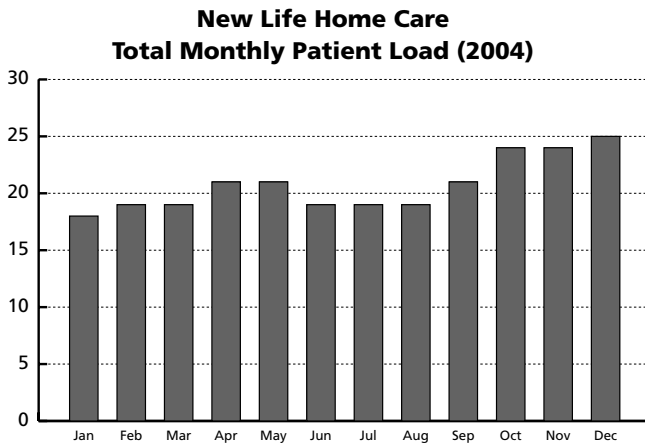
Programme	Date	Participants
Staff & Family Retreat	27 & 28 Aug 04	72

From April to December 2004, there was a total of 2,504 participants – comprising School staff, students, and parents of students – who had attended and benefited directly from programmes conducted under the School Family Education Programme.

NEW LIFE COMMUNITY HEALTH CENTRE

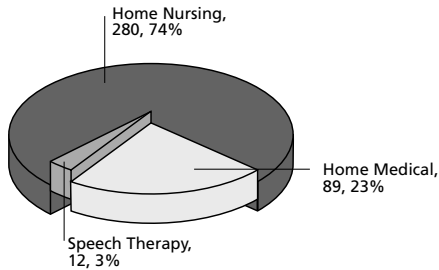
Home Care

In 2004, New Life Home Care saw 14 new patients, and handles an average monthly caseload of 20 patients per month. As of December 2004, New Life Home Care was managing the holistic care of 25 patients receiving quality home medical and home nursing services. With the much-awaited addition of the staff nurse to the team, New Life is gradually widening its reach to more families in the community in need of home care and health care services.



Total Home Care Patient Load (2004)	
Patients Brought Forward from 2003	16
New Patients Admitted	14
Total Patients Managed	30
Patients Deceased	(4)
Patients Discharged	(1)
Patient Muster as at 31 Dec 2004	25

Total Home Care Visits (2004)



Health Care

New Life Health Care also performed a total of 67 cases of health screening. Of these, 13 were repeat cases.

Medical Coverage at Community Functions

The Community Health Centre staff, with the support of faithful volunteer doctors and nurses, also provided medical coverage for community functions, such as the Alive! Concert on 4 Jan 2004 as well as the Christmas At The Square on 11 Dec 2004, in support of the Zhenghua Constituency Office and Grassroots Organisations.

NEW LIFE YOUTH CENTRE

With the restructuring of New Life in Apr 2004, the conglomeration of the children services and youth services into New Life Youth Centre saw a greater synergy between children's work and youth work in the community, which poises the team for the commencement of the drop-in programme at the Youth Hub with its opening in 2005. But in spite of the Youth Hub not yet being operational, the programmes of the Youth Centre have surged ahead, with the staff working hard to "till the ground" through both centre-based and school-based work, in preparation for the day that the Youth Hub's doors are ready to be thrown open to the youths in the community.

Youth Hub

Having attained the necessary approvals from the Housing and Development Board for the conversion of the void deck of Blk 419, Fajar Road to a youth centre, New Life appointed Hannsco Design Pte Ltd as Consultant for the building project. The design of the Youth Hub was extensively revised, and, as of December 2004, New Life was in the process of selecting the Main Contractor for the project, expecting to start construction shortly.

So that its services may be relevant to the needs of youth in the community, the Youth Centre's staff initiated an extensive needs assessment so as to "get a feel" of the youths' sentiments. 503 respondents were surveyed, and these comprised students of Fajar Secondary School, Zhenghua Secondary School, youth from the Young People's Ministry of Covenant Evangelical Free Church, and community youth in the vicinity of Blk 419.



S.U.P.E.R. Kidz Club

In 2004, The S.U.P.E.R. Kidz club conducted 6 holiday programmes for the children in the community:



Programme	Date	Participants
Discover Character! Day Camp (Forgiveness)	4 Jun 2004	29
Discover Character! Day Camp (Sincerity)	10 Sep 2004	30
Discover Character! Day Camp (Virtue)	3 Dec 2004	35
Creative Learning Workshop – “The Toolbox”	24-25 Jun 2004	16
Creative Learning Workshop (2nd run)– “The Toolbox”	9-10 Dec 2004	25
Creative Learning Workshop (Sequel) – “The Toolbox 2”	17 Dec 2004	21

A total of 156 children (includes double-counting of children who came for more than one programme) participated in these programmes and benefited directly from these programmes.

School-Based Counselling at Zhenghua Primary School

New Life continued to provide school-based counselling at Zhenghua Primary School, with a total of 11 students receiving counselling.

STEP-UP at Zhenghua Secondary School



The STEP-UP (School Social Work to Enhance Pupils' Potential) Programme is a MCYS-funded initiative which aims to make school social work services more accessible to pupils in schools, with special emphasis preventing students at-risk of prematurely leaving school. New Life embarked on the first year of the STEP-UP in partnership with Zhenghua Secondary School in January 2004. With the extensive coverage in terms of subject matter, target groups and varying intensity of intervention, New Life aims simultaneously serve the different segments of the student population.

Under STEP-UP, New Life gave 5 assembly talks at the school:

Topic	Date	Participants
Perseverance	12 Apr 04	1506
Decision-Making	19 Apr 04	1506
Friends & Friendship	17 May 04	1506
Fear & Anxiety	18 Oct 04	1043
Plans & Priorities	25 Oct 04	1043

New Life also conducted 5 Civics & Moral Education (CME) Level Talks:

Topic	Start Date	Participants
Character-Building (5-part series for Sec 1s)	8 Apr 04	360
Peer Pressure (5-part series for Sec 2s)	13 Apr 04	367
Youth & Maturity (5-part series for Sec 3s)	23 Jul 04	316
Time & Stress Management (5-part series for Sec 4s)	13 Apr 04	414
Career Preparation (5-part series for Sec 5s)	16 Jul 04	49
Motivation (4-part series for Sec 4E6)	17 May 04	22

New Life also conducted 5 Groupwork Programmes, to assist the School in dealing with issues of smoking, conduct and behaviour, potential premature school-leavers, stress management and truancy, each with a 6-week duration:

Topic	Start Date	Participants
Stop-S.M.O.K.I.N.G.	5 Apr 04	9
Re:S.P.E.C.T.	8 Apr 04	7
Back on T.R.A.C.K.	5 Aug 04	5
R.E.L.A.X.	27 Jul 04	5
H.I.D.E. & S.E.E.K	2 Aug 04	5

For students requiring more individual attention, two other services were also available under STEP-UP. In the course of the year, four students were seen by New Life’s counsellor for individual counselling. New Life also conducted the 1-2-1 SMS (One-To-One Student Mentoring Scheme), a personal mentoring programme in which New Life’s volunteers served as personal mentors would walk through a 24-week mentoring programme with selected students. Six students were handpicked by the School for the 1-2-1 SMS, and all except one completed the programme.

THE YEAR AHEAD

With a steadily-increasing demand for its programmes and services from the community, New Life expects to continue to grow at a rapid pace:

- New Life Childcare will look into possible avenues for further expanding its services.
- New Life Family Life Centre will focus on strengthening the quality of its services, and developing an integrated case management system.
- New Life Community Health Centre’s immediate and most pressing challenge is to recruit a home care doctor on staff, so as to further develop the work.
- New Life Youth Centre will open “New Life Youth Hub” – the drop-in centre at Block 419, Fajar Road, and expects an influx of community youth.

With these and more challenges, 2005 will certainly be an exciting year ahead with much to look forward to!

KEY STATISTICAL INDICATORS

		Childcare	Family Life Centre	Com. Health Centre	Youth Centre
<u>INPUT INDICATORS</u>					
(A) Staff Manhours* (Hours)		27,623	4,418	4,902	6,824
<u>OUTPUT INDICATORS</u>					
(B) Direct Service-Users† (Pax)		116	2,701	131	10,787
(C) Empowerment Hours‡ (Hours)		220,969	12,076	786	17,586
(D) Empowerment Per Service-User (Hours/Pax)	(C/B)	1,905	4.5	6.0	1.6
<u>EFFICIENCY INDICATORS</u>					
(E) Staff Manhours Per Service-User (Hrs/Pax)	(A/B)	238.1	1.6	37.4	0.6
(F) Staff Manhours Per Empowerment Hour (Hrs/Hr)	(A/C)	0.1	0.4	6.2	0.4

Important Note: Statistics is a powerful (and therefore dangerous) quantitative instrument, which – if used correctly – provides valuable insight, but – if misinterpreted or misused – may mislead one to draw inaccurate conclusions. It is therefore imperative that the statistical indicators used herein be adequately understood, and wherever possible, properly balanced with qualitative data, in order for such indicators to yield constructive insight. Brief explanatory notes of definitions, methodology, context and limitations of the statistical indicators used herein are therefore provided in the accompanying endnotes.

* **“Staff Manhours”**

The number of hours worked by New Life staff, based on a regular 44 hour work week.

- Excluded from computation:
 - Sundays & Public Holidays
 - 5½ Centre-Declared Childcare Closure Days (for Childcare only)
- Not excluded from computation:
 - Staff leave (eg. annual leave, sick leave, etc.)

† **“Direct Service-User”**

An individual person who has used any one of New Life’s services once, and has therefore directly benefited from it.


- Excluded from computation:
 - Any person(s), such as family member(s) who may have benefited indirectly from New Life’s service as a result of the direct service-user’s use of the service.
- Other Remarks:
 - A single person receiving the same service continuously, regardless of duration (eg. 10 sessions of counselling) is counted as one service-user.
 - A single person receiving the two different services, related or otherwise (eg. Home Medical Service and Home Nursing Service), is counted as two service-users.
 - A single person receiving the same service discontinuously on two separate occasions (eg. child rejoins Childcare after withdrawing earlier) is counted as two service-users.

‡ **“Empowerment Hours”**

The total number of hours that New Life’s direct service-users receive from direct contact with New Life staff and/or volunteers in the process of service-delivery. With New Life’s mission being to empowering people to master life’s transitions, every opportunity that New Life comes into direct contact with service-users in the process of service-delivery is aimed making a positive impact on service-users by means of empowering in one way or another.

For each programme, the number of empowerment hours calculated by multiplying the number of direct contact hours in that programme by the number of service-users. The total empowerment hours is therefore the sum of the empowerment hours of individual programmes.

- Excluded from computation:
 - Administrative hours (eg. programme planning, evaluation, travel, etc.)
- Not excluded from computation:
 - Hours of service-delivery as per New Life’s obligation, but service-user is not present to receive services (eg. childcare opening hours during which children are absent).
- Other Remarks:
 - A 30-minute talk delivered to 1,200 students totals 600 empowerment hours.
 - 10 counselling sessions of 1 hour each for 60 counsellees totals 600 empowerment hours.
 - 2 runs of a mentoring programme, with 20 sessions per run and 1½ hours per session, with 10 students for each run, totals 600 empowerment hours.



Mastering
Life's
Transitions

TeoFoongWongLCLoong
Certified Public Accountants

**NEW LIFE COMMUNITY SERVICES CENTRE
FINANCIAL STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED
31 DECEMBER 2004**

NEW LIFE COMMUNITY SERVICES CENTRE
(Registered in Singapore under the Societies Act)

STATEMENT BY PRESIDENT AND TREASURER

We, Chua Kim Choon and Gavin Mak Kan Yuen, being the President and Treasurer of New Life Community Services Centre (“the Centre”) respectively, do hereby, on behalf of the Board, state that in our opinion, the financial statements as set out on pages 30 to 39 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 2004 and of its income and expenditure, statement of changes in accumulated fund and specific fund and cash flows for the financial year ended on that date.

On behalf of the Board,



Chua Kim Choon
President



Gavin Mak Kan Yuen
Treasurer

27 February 2005

TeoFoongWongLCLoong

Certified Public Accountants

AUDITORS' REPORT TO THE MEMBERS OF NEW LIFE COMMUNITY SERVICES CENTRE

(Registered in Singapore under the Societies Act)

We have audited the financial statements set out on pages 30 to 39 of New Life Community Services Centre ("the Centre") for the financial year ended 31 December 2004. These financial statements are the responsibility of the Board. Our responsibility is to express our opinion on these financial statements based on our audit.

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 Board 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 Financial Reporting Standards so as to give a true and fair view of the state of affairs of New Life Community Services Centre at 31 December 2004 and of the results, changes in accumulated fund and specific fund and cash flows of the Centre for the financial year ended on that date; and
- ii) the accounting and other records required by the regulations enacted under Societies Act to be kept by the Centre have been properly kept in accordance with those regulations.



TeoFoongWongLCLoong
Certified Public Accountants

Singapore

27 February 2005

NEW LIFE COMMUNITY SERVICES CENTRE
(Registered in Singapore under the Societies Act)

STATEMENT OF INCOME AND EXPENDITURE
For the financial year ended 31 December 2004

	Note	Home care \$	NLCSC \$	Total 2004 \$	Total 2003 \$
Income					
School fee		-	520,240	520,240	505,094
Interest		-	4,513	4,513	2,473
Donations	3	-	565,978	565,978	519,688
Tuition fee		-	-	-	6,450
Kidz Club		-	2,808	2,808	1,286
Government subvention		9,859	-	9,859	8,005
Government subvention (medication)		686	-	686	502
School-based work		-	-	-	5,361
Medical supplies		14,426	-	14,426	8,637
Home medical fee		3,522	-	3,522	3,323
Nursing service fee		4,994	-	4,994	3,777
Laboratory service fee		4,751	-	4,751	506
Programme income - Zhenghua Primary School		-	9,900	9,900	-
Family life education		-	8,986	8,986	-
Grant from MCDS		-	12,150	12,150	-
Others		4,171	56,147	60,318	58,677
		42,409	1,180,722	1,223,131	1,123,779
Less expenses					
Auditors' fee		-	3,381	3,381	3,000
Depreciation		1,281	27,935	29,216	23,468
Staff costs	4	79,687	614,054	693,741	560,395
Medical supplies		9,846	-	9,846	10,441
Specific assistance		740	22	762	502
Other operating expenses		7,232	149,866	157,098	136,123
		98,786	795,258	894,044	733,929
(Deficit)/surplus for the financial year		(56,377)	385,464	329,087	389,850

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

NEW LIFE COMMUNITY SERVICES CENTRE
(Registered in Singapore under the Societies Act)

BALANCE SHEET
At 31 December 2004

	Note	2004 \$	2003 \$
Funds			
Accumulated fund	5	1,047,211	718,700
Family assistance fund	6	–	2,814
		1,047,211	721,514
Non-current asset			
Property, plant and equipment	7	44,248	51,056
Current assets			
Inventories		3,495	5,530
Sundry receivables		32,933	5,234
Fixed deposits with bank		501,011	–
Bank and cash balances		552,091	748,752
		1,089,530	759,516
Less current liabilities			
Sundry payables	8	86,567	89,058
		1,002,963	670,458
Net current assets		1,002,963	670,458
Net assets		1,047,211	721,514

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

NEW LIFE COMMUNITY SERVICES CENTRE
(Registered in Singapore under the Societies Act)

STATEMENT OF CHANGES IN ACCUMULATED FUND AND SPECIFIC FUND

For the financial year ended 31 December 2004

	Accumulated fund \$	Family assistance fund \$	Total \$
Balance at 1 January 2003	328,849	5,789	334,638
Surplus/(deficit) for the financial year	389,851	(2,975)	386,876
Balance at 31 December 2003	718,700	2,814	721,514
Surplus/(deficit) for the financial year	329,087	(3,390)	325,697
	1,047,787	(576)	1,047,211
Transfer	(576)	576	–
Balance at 31 December 2004	1,047,211	–	1,047,211

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

NEW LIFE COMMUNITY SERVICES CENTRE
(Registered in Singapore under the Societies Act)

CASH FLOW STATEMENT
For the financial year ended 31 December 2004

	2004	2003
	\$	\$
Cash flows from operating activities		
Profit before tax	329,087	389,851
Adjustments for:-		
Depreciation	29,216	23,468
Interest income	(4,513)	(2,474)
Operating cash flows before movements in working capital	353,790	410,845
Inventories	2,035	(2,433)
Receivables	(27,699)	7,685
Payables	(2,491)	14,932
Deficit in family assistance fund	(3,390)	(2,975)
Cash from operations	322,245	428,054
Cash flows from investing activities		
Purchase of plant and equipment	(22,408)	(26,594)
Interest received	4,513	2,473
Net cash used in investing activities	(17,895)	(24,121)
Cash flows from financing activities		
Repayment of amount owing to a third party	-	(25,083)
Net increase in cash and cash equivalents	304,350	378,850
Cash and cash equivalents at beginning of the year	748,752	369,902
Cash and cash equivalents at end of the year	1,053,102	748,752
Cash and cash equivalents comprise:-		
Bank and cash balances	1,053,102	748,752

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

NEW LIFE COMMUNITY SERVICES CENTRE
(Registered in Singapore under the Societies Act)

NOTES TO THE FINANCIAL STATEMENTS

For the financial year ended 31 December 2004

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

1 Centre information

The principal activities of the Centre are to assist and organise family development activities, to operate a childcare, to provide homecare services and to run enrichment programs for youth. The Centre's principal place of activities is at 10, Jelapang Road, Singapore.

The Centre had 27 (2003: 24) employees at 31 December 2004.

2 Significant accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Singapore Financial Reporting Standards ("FRS"). The financial statements have been prepared under the historical cost convention. The financial statements of the Centre are presented in Singapore dollars, which is the measurement currency of the Centre.

The preparation of financial statements in conformity with FRS requires the use of estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the financial year. Although these estimates are based on management's best knowledge of current events and actions, actual results may ultimately differ from those estimates.

b) **Property, plant and equipment**

Property, plant and equipment are stated at cost less accumulated depreciation and loss on impairment. Depreciation is calculated 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:

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

c) **Income recognition**

Income is recognised on the following basis:-

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

d) **Defined contribution plans**

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

e) **Impairment of assets**

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 the statement of income and expenditure or treated as a revaluation decrease for assets carried at revalued amount to the extent that the impairment loss does not exceed the amount held in the revaluation surplus for that same asset.

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 statement of income and expenditure. 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.

f) **Income tax**

The Centre is exempt from income tax under section 13(m)(2)(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.

3 Donations

Included in the donations are tax-deductible donations received of \$415,968 (2003: \$508,494).

4 Staff costs

Included in staff costs are payments to CPF of \$74,012 (2003: \$67,557).

5 Accumulated fund

	2004 \$	2003 \$
At 1 January	718,700	328,849
Surplus for the financial year	329,087	389,851
Transfer to family assistance fund	(576)	–
At 31 December	1,047,211	718,700

6 Family assistance fund

	2004 \$	2003 \$
At 1 January	2,814	5,789
Payments	(3,390)	(2,975)
	(576)	2,814
Transfer from accumulated fund	576	–
At 31 December	–	2,814

This fund is set up specifically to finance needy individuals.

7 Property, plant and equipment

	Furniture & fittings \$	Kitchen equip- ment \$	Playgroup equip- ment \$	Computer \$	Office equip- ment	Medical equip- ment	Total \$
Cost							
At 1 January	56,874	6,665	27,322	15,899	–	–	106,760
Additions	6,020	–	–	12,126	418	3,844	22,408
At 31 December	62,894	6,665	27,322	28,025	418	3,844	129,168
Accumulated depreciation							
At 1 January	27,772	3,999	16,031	7,902	–	–	55,704
Depreciation charge	12,579	1,333	5,464	8,420	139	1,281	29,216
At 31 December	40,351	5,332	21,496	16,321	139	1,281	84,920
Depreciation for 2003	11,373	1,333	5,463	5,299	–	–	23,468
Net book value							
At 31 December 2004	22,543	1,333	5,826	11,704	279	2,563	44,248
At 31 December 2003	29,102	2,666	11,291	7,997	–	–	51,056

8 Sundry payables

	2004 \$	2003 \$
Deposits received	36,220	39,930
School fees received in advance	2,880	–
Accruals	39,171	42,306
Sundry payables	1,177	1,172
CFAC	3,785	2,420
Lee Foundation	3,214	3,230
Sinda Fund	120	–
	86,567	89,058

9 Capital commitments

	2004 \$	2003 \$
Approved by the board but not contracted for	250,000	–

10 Financial instruments

a) Financial risk management

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

Interest rate risk

The Centre's income and operating cash flows are substantially independent by changes in market interest rates. The Centre does not have any interest-bearing liabilities. Its exposure to market risk for changes in interest rate relates primarily to its cash and fixed deposits maintained at the banks.

b) Fair values

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

11 Authorisation of financial statements

The financial statements of the Centre for the financial year ended 31 December 2004 were authorised for issue by the Board on 27 February 2005.

NEW LIFE COMMUNITY SERVICES CENTRE
(Registered in Singapore under the Societies Act)

DETAILED STATEMENT OF INCOME AND EXPENDITURE

For the financial year ended 31 December 2004

	Home care \$	NLCSC \$	Total 2004 \$	Total 2003 \$
Income				
School fee	-	520,240	520,240	505,094
Interest	-	4,513	4,513	2,473
Donations	-	565,978	565,978	519,688
Tuition fee	-	-	-	6,450
Kidz Club	-	2,808	2,808	1,286
Government subvention	9,859	-	9,859	8,005
Government subvention (medication)	686	-	686	502
School-based work	-	-	-	5,361
Medical supplies	14,426	-	14,426	8,637
Home medical fee	3,522	-	3,522	3,323
Nursing service fee	4,994	-	4,994	3,777
Laboratory service fee	4,751	-	4,751	506
Programme income - Zhenghua Primary School	-	9,900	9,900	-
Family life education	-	8,986	8,986	-
Grant from MCDS	-	12,150	12,150	-
Others	4,171	56,147	60,318	58,677
	42,409	1,180,722	1,223,131	1,123,779
Less expenses				
Advertisement	529	9,503	10,032	3,869
Auditors' remuneration	-	3,381	3,381	3,000
Bank charges	30	590	620	388
Class room expenses	-	11,431	11,431	8,786
Cleaning supplies and maintenance	-	14,631	14,631	14,181
Computer equipment	-	4,312	4,312	7,458
Counselling	-	(10)	(10)	110
CPF contribution	8,959	65,053	74,012	67,557
Depreciation	1,281	27,935	29,216	23,468
Family life education	-	539	539	13,052
Food and beverage	-	29,557	29,557	18,470
Furniture and fittings	-	-	-	387
Balance carried forward	10,799	166,922	177,721	160,726

NEW LIFE COMMUNITY SERVICES CENTRE
(Registered in Singapore under the Societies Act)

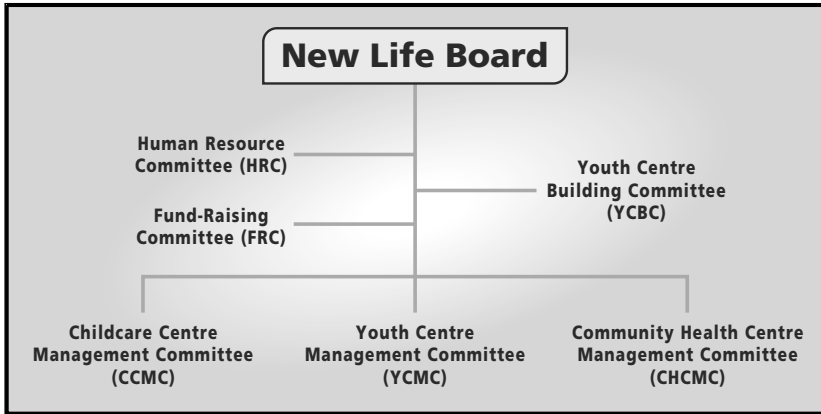
DETAILED STATEMENT OF INCOME AND EXPENDITURE (cont'd)
For the financial year ended 31 December 2004

	Home care \$	NLCSC \$	Total 2004 \$	Total 2003 \$
Balance brought forward	10,799	166,922	177,721	160,726
General expenses	653	30,966	31,619	30,873
General insurance	-	207	207	270
Gifts	-	11,008	11,008	4,501
Home medical/Nursing service expenses	13,248	-	13,248	12,984
Kidz Club	-	1,613	1,613	2,130
Kitchen utensil	-	9,569	9,569	780
Licence	-	420	420	240
M'ship Sub/Assn. Dues	40	243	283	194
Medical fee	648	5,839	6,487	5,500
Office supplies	690	6,831	7,521	5,824
Specific Asst to Client (medication)	740	22	762	502
Communication	382	6,479	6,861	5,099
Pest control	-	212	212	1,186
Program expense	-	1,944	1,944	-
Rental of container	-	443	443	-
Repair/General maintenance	-	692	692	-
Resource materials	39	5,103	5,142	4,359
Salary and bonus	68,946	523,180	592,126	476,277
School -Based Work	-	-	-	312
SDL	119	2,019	2,138	1,255
Service render	-	-	-	2,769
Staff insurance	163	(3,526)	(3,363)	2,666
Staff training	852	21,489	22,341	7,139
Toys/Games	-	943	943	775
Transport	1,442	1,950	3,392	2,766
Tuition fee	-	-	-	3,494
Volunteers expenses	25	690	715	1,308
	98,786	795,258	894,044	733,929
(Deficit)/Surplus for the financial year	(56,377)	385,464	329,087	389,850

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

Board & Board Committees

~ as of 31 December 2004 ~



New Life Board

Mr Lawrence Chua	President
Rev Tan Kay Kiong	Vice-President
Mr Edwin Pang	Honorary Secretary
Mr Gavin Mak	Honorary Treasurer
Dr Loh Ngai Kun	Assistant Honorary Treasurer
Mr John Lim	Board Member
Mr Patrick Lim Kah Hock	Board Member
Mr Loh Ngai Seng	Observer
Ms Ong Hwee Leng	Observer
Mr Lee Da-Win	Centre Manager (Ex-Officio)

Board & Board Committees

~ as of 31 December 2004 ~

Childcare Centre Management Committee

Mr Gavin Mak	Chairman
Mr Sim Choon Siong	Vice-Chairman
Ms Betty Lee Chue Lin	Secretary
Dr Yew Woon Wah	Member
Mr Lee Da-Win	Centre Manager (Ex-Officio)
Ms Jin Quek	Supervisor (Ex-Officio)

Youth Centre Management Committee

Mr Edwin Pang	Chairman
Ms Gloria Law	Vice-Chairman
Ms Ong Hwee Leng	Secretary
Mr Kom Mun Yen	Member
Ms Koh Seok Bhee	Member
Mr Matthew Lo	Member
Mr Lee Da-Win	Centre Manager (Ex-Officio)
Mr Nelson Ong	Programme Co-ordinator (Ex-Officio)

Community Health Centre Management Committee

Dr Loh Ngai Kun	Chairman
Dr Terrence Tang	Vice-Chairman
Ms Lim Boon Chee	Secretary
Dr Louis Tan	Treasurer
Dr Eugene Lim	Member
Dr Wu Huei Yaw	Member
Mr Isaac Sia	Member
Mr Lee Da-Win	Centre Manager (Ex-Officio)
Ms Diana Ooi	Nurse Manager (Ex-Officio)

Board & Board Committees

~ as of 31 December 2004 ~

Human Resource Committee

Mr John Lim	Chairman
Mr Loh Ngai Seng	Vice-Chairman
Ms Tan Seo Peng	Member
Mr Johnny Tan	Member
Mr Lee Da-Win	Centre Manager (<i>Ex-Officio</i>)

Fund-Raising Committee

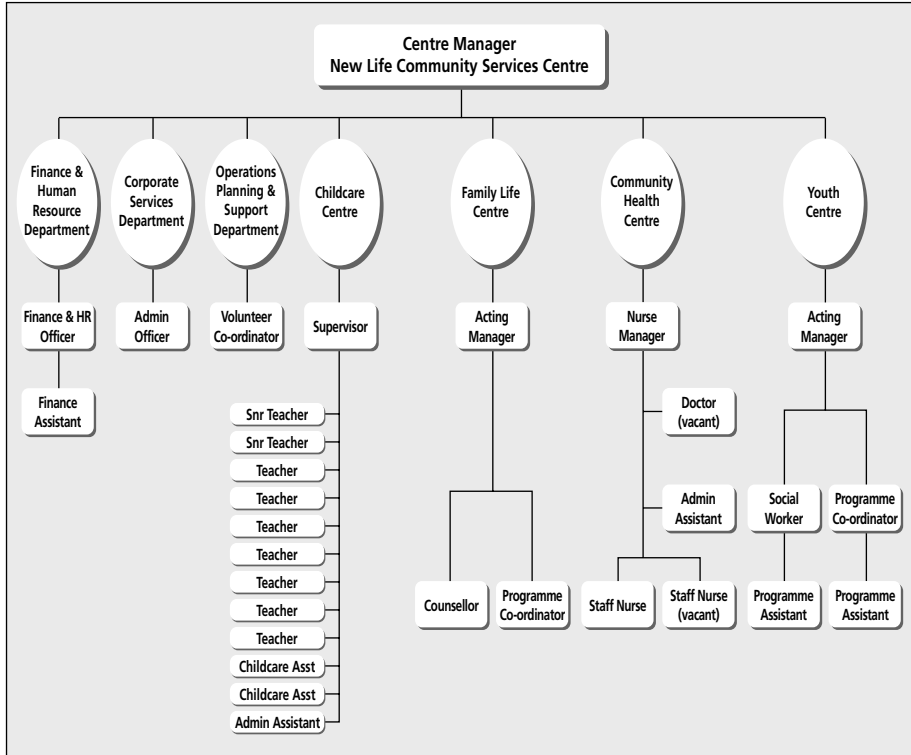
Mr Lawrence Chua	Chairman
Mr Gavin Mak	Member
Mr Patrick Lim Kah Hock	Member
Mr Lee Da-Win	Centre Manager (<i>Ex-Officio</i>)

Youth Centre Building Committee

Mr Patrick Lim Kah Hock	Chairman
Mr John Lim	Vice-Chairman
Mr Edwin Pang	Member
Ms Gloria Law	Member
Mr Oliver Tay	Member
Mr Lee Da-Win	Centre Manager (<i>Ex-Officio</i>)
Mr Nelson Ong	Programme Co-ordinator (<i>Ex-Officio</i>)

New Life Staff Team

~ as of 31 December 2004 ~



HQ Office

Lee Da-Win
Irene Lim
Serena Tan
Jackii Lau
Ng Kim Leong

Centre Manager
Administrative Officer
Human Resource & Finance Officer
Human Resource & Finance Assistant
Volunteer Coordinator (*part-time*)

New Life Childcare

Jin Quek	Supervisor
Alicia Chang	Administrative Assistant
Wong Lai Chan	Senior Teacher
Xiao Rui Hua	Senior Teacher
Julie Ng	Teacher
Shi Rui Ju	Teacher
Zhang Yun	Teacher
Cindy Chua	Teacher
Mary Woodman	Teacher
Sylvia Pereira	Teacher
Chris Lee	Teacher (<i>part-time</i>)
Tanam D/O Sinnapillai	Childcare Assistant
Choong Yee Lin	Childcare Assistant

New Life Family Life Centre

Lee Da-Win	Acting Manager
Bin Juat Wah	Counsellor
Christine Kang	Programme Coordinator

New Life Youth Centre

Lee Da-Win	Acting Manager
Nelson Ong	Counsellor & Programme Coordinator
Rebecca Lo	Social Worker & Programme Coordinator (<i>part-time</i>)
Joshua Cheng	Programme Assistant
Tricia Lim	Programme Assistant

New Life Community Health Centre

Diana Ooi	Nurse Manager
Josephine Poh	Staff Nurse
Jacquelin Wee	Administrative Assistant

Our Works

- *Developmental programmes ... meeting needs that are common to most individuals and families advancing through their lifespan development (eg. childcare, tuition, family life enrichment).*
- *Preventive programmes ... identifying and anticipating likely problems, and equipping individuals and families at-risk to sidestep them (eg. health screening).*
- *Remedial programmes ... supporting individuals and families in their coping with and overcoming of life's challenges (eg. financial assistance, counselling, legal advice).*

Our Clientele

New Life seeks to be a multi-service centre serving children, youth, adults, families, and the elderly who are primarily residents of Bukit Panjang. We want to strengthen community bonds and help to forge and uphold strong, resilient families by ...

- *championing sound, moral leadership to the young*
- *promoting family-work life balance amongst adults*
- *nurturing older adults to the wholesome fullness of life*

Our Funding

Covenant Evangelical Free Church supports New Life Community Services Centre with a substantial portion of New Life's funding. The remaining funds are from New Life's revenue-generating programmes and services; and from donations, freewill offerings received, as well as through indigenous fund-raising. New Life is not a member of Community Chest.

Mastering
Life's
Transitions

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