

NEW LIFE COMMUNITY SERVICES CENTRE

# annual report 2008



MICA (P) NO. 134/03/2009



**BUILDING THE NEXT GENERATION**

## **Our Vision**

Love the Community for Christ.

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## **Our Mission**

New Life seeks to demonstrate God's love by empowering people to master life's transitions.

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## **Our Purpose**

New Life Community Services Centre is the social service arm of Covenant Evangelical Free Church (CEFC). It is a not-for-profit voluntary welfare organisation, committed to serve the community in building the young through our core services – New Life Childcare, New Life Children and New Life Youth. We aim to complement fellow service providers, working hand-in-hand with community leaders, institutions and residents to serve the community, regardless of race or religion, with no strings attached.

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## **Our Core Values**

People Centred  
Purpose Focused  
Passion Driven  
Personal Excellence Modelled  
Prudence Guided

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# board's approval of annual report

We, John Lim Cheng Siew and Sim Choon Siong, being the Chairman and Secretary of New Life Community Services Centre respectively, do hereby, on behalf of the Board, comprising

JOHN LIM CHENG SIEW  
Chairman

CHUA CHUNG KAI  
Vice-Chairman

SIM CHOON SIONG  
Secretary

SEONG KOON WAH SUN  
Treasurer

PATRICK LIM KAH HOCK  
Assistant Treasurer

LAWRENCE CHUA KIM CHOON  
Board Member

TAM CHEE CHONG  
Board Member

GEORGE LEE KWEE SENG  
Board Member

CHEAH SIN HEAN  
Board Member

resolve, on this date 9 April 2009, that the Annual Report for the financial year ended 31 Dec 2008 be and is hereby approved.

On behalf of the Board,



JOHN LIM CHENG SIEW  
Chairman



SIM CHOON SIONG  
Secretary

# chairman's message



## LOVING THE COMMUNITY FOR CHRIST

In 2008, Covenant Evangelical Free Church opened its second worship centre in Woodlands, moving closer towards its intentional discipleship vision. With this came an urgent need for New Life to re-evaluate its vision, mission and strategy in order to stay relevant to the long-term vision of the church.

For the last 8 years, New Life served the community of Bukit Panjang through its Childcare, Youth, Family Life and Community Health Services. New Life has also tried to pursue its simultaneous strategy of both “reaching” through its variety of services as well as improving the “quality” by developing and providing excellent programmes. However, we recognise that we need to focus on developing our identified core competencies in order to provide quality services to the community. This will not only allow us to differentiate ourselves from other social service providers, but also allow us to extend our services to communities other than Bukit Panjang.

Following the New Life AGM in 2008, Rev Edmund Chan charged New Life to “redeem the next generation for Christ”. With resonance from both the Board and Staff, New Life moved decisively to focus on serving the young in the community,

from pre-school children to pre-university students. Childcare and Youth Services were reviewed to improve their services to the community. A new Children Services was also pioneered.

Consequently, Community Health Services was suspended. However, we will continue to assist the needy in the community. New Life will set up a fund to provide financial assistance to the needy and those who cannot afford the services they need.

In light of the new focus, the New Life Board revisited and revised the vision of the organisation. The Board decided that the long-term vision of New Life was to “Love the Community for Christ”. It is hoped that this simple statement will capture the true motivation behind every board member, staff and faithful supporter, and that God’s love will be demonstrated as we serve the community.

## STAYING THE COURSE

In 2008, New Life continued to experience God’s goodness in its operations. God provided abundantly; from improving the quality of its programmes, to changing of leaders and furnishing the funds required.

On the leadership front, God blessed the seamless transitions of both Rev Dr Chua Chung Kai and Ms Diana Ooi as the Vice-Chairman and Centre Manager respectively. The Lord also provided new and capable staff to assist New Life in the work.

For the 5th consecutive time, New Life Childcare received the prestigious 24-month license renewal issued by the Ministry of Community Development, Youth and Sports (MCYS), a testament of the excellent compliance and quality of the Childcare Services.

At the Youth Hub, the 300 strong members continued to see the Hub as a “safe and transforming place”. Fellow service providers and users recognised New Life Youth as a well-known provider of school-based social work, the STEP-UP Programme. New Life Youth has made significant contributions in this area for the “at-risk” youths.

Existing children programmes have been conducted under New Life Youth. We recognised the need for a specialised children service to cater to the children in the community. Hence, a new Children Services department was established.

New Life was blessed with many who believed in its mission. This belief was translated into the funds we received. By year end, New Life received more than S\$1.3 million in donations, exceeding our target by over 100%. This was made possible by the unwavering support of CEFC members, who had already given sacrificially to the church building funds. This was a resounding affirmation of God’s will and providence for the community and His calling for New Life.

### **MOVING AHEAD**

New Life has moved in tandem with CEFC to reach the Woodlands community. New Life Youth is exploring partnership opportunities with schools, grassroots organisations and other social welfare bodies. We are keen to set up a Youth Centre in Woodlands as well. We will also work closely with CEFC’s Youth Ministry, synergizing and leveraging resources for a dynamic youth work in Woodlands. In Bukit Panjang, New Life Youth will extend its work from the Youth Hub to youth hangouts in the community.

In 2009, New Life will continue to strengthen its Children Services. It will

explore school-based social work with more primary schools in Bukit Panjang. It will continue to build and broaden the successful Steady Readers Programme. We will also partner CEFC’s Children Ministry to organise children programmes during the school holidays. Member of Parliament for Holland-Bukit Timah GRC (Zhenghua) Mr Liang Eng Hwa has endorsed the setting up of a Children Centre and Student Care facility in Bukit Panjang. With the Centre, essential infrastructure will be put in place for quality services to be delivered. We have begun the necessary applications for the setup of the Centre.

In Childcare Services, we will focus on building a distinguished curriculum that teaches Biblical values. We will continue to strengthen the teaching staff through training and recruitment.

With the global financial crisis, the need to help the community has never been greater. New Life will speed up the setting up of the fund to assist those who cannot afford New Life’s services, especially Childcare. We seek to make early childhood education available to the needy children, who would otherwise be deprived. We will also channel the needy to the services that the church and other family service providers offer, subsidising or paying the fees where necessary.

### **THANKSGIVING**

New Life will never be where it is today if not for the support of the CEFC Board and Congregation. We want to record our thanks for their generous and unwavering support, enabling us to serve the community continuously. I would also like to thank all volunteers and partners of New Life for their support, as well as the staff of New Life for their selfless effort and sacrifice to another successful year.

# the new life board



**FROM LEFT** Lawrence Chua, Patrick Lim, Seong Koon Wah Sun, Chua Chung Kai, John Lim, Sim Choon Siong, Cheah Sin Hean, Tam Chee Chong & George Lee.

## CHAIRMAN

**MR JOHN LIM CHENG SIEW** is currently a Regional Manager at Chevron International. Prior to this, John was the General Manager of a subsidiary of Keppel Corporation. An SAF Overseas Merit Scholar, he has held various leadership positions in the Republic of Singapore Navy. He graduated from the University of Manchester with First Class Honours in Engineering (Electrical and Electronics), and holds an MBA with Distinction from the Manchester Business School. John brings significant experience in management, marketing, strategic planning, human resource as well as various aspects of organisational operation. John also serves as the Chairman of the Human Resource Committee in New Life.

## VICE-CHAIRMAN

**REV DR CHUA CHUNG KAI** is an Associate Pastor at Covenant Evangelical Free Church (CEFC). He graduated from the Medical Faculty at the National University of Singapore and served for 6 years as a doctor before joining the church as a pastor. He received his theological training at the Singapore Bible College,

where he graduated with a Masters in Divinity in 2000. He presently oversees the Prayer, Equipping, Central Zone and the Young Adults ministries.

## SECRETARY

**MR SIM CHOON SIONG** is the Deputy Director for Entrepreneurship Development at SPRING Singapore. He has served in the public sector for 15 years, holding positions in the National Environment Agency, the Ministry of Trade and Industry, and the Ministry of Transport, covering areas such as aviation and enterprise policies, corporate services, international relations and service quality. He holds an MA from the Cambridge University and an MSc from the Reading University.

## TREASURER

**MS SEONG KOON WAH SUN** is the Managing Director of Global Shipping Asia of Bayerische Hypo-und Vereinsche Bank. She sits on the Council of the Singapore Shipping Association and chairs their Young Executives Group. She has held senior management positions in an international Canadian bank and

was a marketing representative for an Asia-Pacific bankers' programme based in the United States. She is also a non-executive director of Love The World Soul Rock Bistro and Bar. She holds a Bachelor of Accountancy Degree from the National University of Singapore.

#### ASSISTANT TREASURER

**MR PATRICK LIM** holds a Chemical Engineering Degree from the National University of Singapore and an MBA from the Imperial College, United Kingdom. Presently, he is the Area Manager at an American MNC, in charge of their polymers business in the Asia-Pacific. He has served as a lay leader in various sub-committees in CEFC and New Life. He led the building committee for the New Life Youth Hub at Block 419 Fajar Road, which was completed and officially opened in July 2005.

#### BOARD MEMBER

**MR CHEAH SIN HEAN** is the Group Executive Director of Goodrich Global Pte Ltd, a company that supplies interior furnishings. His past experience included 3 years as a Quantity Surveyor in the Public Works Department, 9 years as a Project Manager with property developers and 20 years in Goodrich Global. He graduated with a Bachelor of Science Degree (Building) with Honours from the National University of Singapore.

#### BOARD MEMBER

**MR LAWRENCE CHUA KIM CHOON** is an Assistant Manager attached to the Elections Department of the Prime Minister's Office. A Founding Elder of CEFC, his immense board experience

spans more than 3 decades, serving in a voluntary capacity since 1978 in various roles of Secretary, Treasurer, Deacon, Elder, and Chairman. He was the Founding President of New Life.

#### BOARD MEMBER

**MR GEORGE LEE KWEE SENG** is a retiree. He was in the airline industry serving in various positions both in the head office as well as overseas, and in the latter as the General Manager in the Philippines and Italy. His last appointment was with an airport handling company in its airlines catering unit. He holds a Bachelor of Science Degree with Honours from the National University of Singapore.

#### BOARD MEMBER

**MR TAM CHEE CHONG** is a Partner in Deloitte & Touche Singapore, where he heads the Financial Advisory Services Practice in Singapore and Southeast Asia. A Chartered Accountant with the Institute of Chartered Accountants in England & Wales, he is a Practising Accountant with ICPAS, where he currently serves as the Deputy Chairman of the Insolvency Practice Committee. He is also a member of The Complaints & Disciplinary Panel of the ACRA. With more than 20 years of experience in corporate and financial advisory, his expertise covers business turnaround and insolvency, major investigations, valuations, dispute resolution and litigation support and M&A transaction services.

# board committees

## NEW LIFE BOARD

### Chairman

Mr John Lim Cheng Siew

### Assistant Treasurer

Mr Patrick Lim Kah Hock

### Vice-Chairman

Rev Dr Chua Chung Kai

### Board Members

Mr Cheah Sin Hean

Mr Lawrence Chua Kim Choon

### Secretary

Mr Sim Choon Siong

Mr George Lee Kwee Seng

Mr Tam Chee Chong

### Treasurer

Ms Seong Koon Wah Sun

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## STRATEGY & PROGRAMME SUB-COMMITTEE

This committee oversees the strategic direction of New Life, ensuring the uncompromising preservation of its core purpose, and a standard of excellence in the provision of programmes and services.

### Chairman

Mr Sim Choon Siong

### Members

Mr John Lim Cheng Siew

Mr Cheah Sin Hean (Youth)

Mr Patrick Lim Kah Hock (Youth)

Mr George Lee Kwee Seng (Children)

Ms Choy Wai Yin (Children)

Rev Dr Chua Chung Kai

Ms Diana Ooi Poh Tin

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## HUMAN RESOURCE COMMITTEE

This standing committee governs all policy matters pertaining to New Life's human resource.

### Chairman

Mr John Lim Cheng Siew

### Members

Mr Sim Choon Siong

Mr Johnny Tan Cheow Hock

Rev Dr Chua Chung Kai

Ms Diana Ooi Poh Tin

## FUND-RAISING COMMITTEE

This standing committee governs all policy matters pertaining to New Life's fund-raising.

### **Chairman**

Mr Patrick Lim Kah Hock

### **Members**

Mr Lawrence Chua Kim Choon

Ms Irene Lim Choon Sim

Mr George Lee Kwee Seng

Mr Cheah Sin Hean

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## AUDIT & GOVERNANCE COMMITTEE

This committee reviews New Life's compliance to the Draft Code of Governance for Charities and IPCs, and proposes measures to strengthen New Life's standard of governance.

### **Chairman**

Mr Tam Chee Chong

### **Members**

Mr Lawrence Chua Kim Choon

Mr George Lee Kwee Seng

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## SELECTION COMMITTEE

This working committee oversees the recruitment and selection processes of New Life.

### **Chairman**

Mr John Lim Cheng Siew

### **Members**

Rev Dr Chua Chung Kai

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## FINANCE SUB-COMMITTEE

This working committee oversees the financial controls and processes of New Life.

### **Chairman**

Ms Seong Koon Wah San

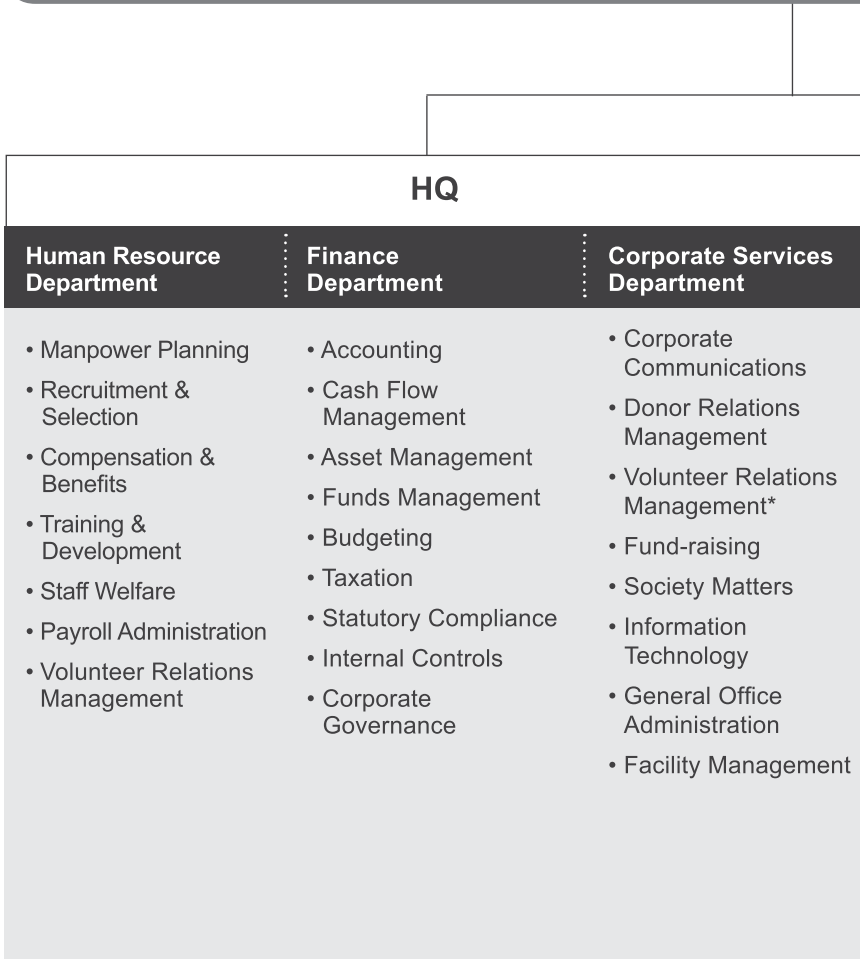
### **Members**

Mr Patrick Lim Kah Hock

Ms Sim Mui Liang

# organisation chart

## NEW LIFE COMMUNITY SERVICES CENTRE



## PROGRAMMES\*\*

### Childcare Services

- Playgroup Programme
- Nursery Programme  
Enrichment Classes:
  - Speech & Drama
  - Computer
- Kindergarten Programme  
Enrichment Classes:
  - Speech & Drama
  - Computer

### Youth Services

- School-based:  
STEP-UP Programmes  
(West Spring Secondary School, Zhenghua Secondary School, Zhenghua Primary School)
- Centre-based
  - Outdoor Excursions
  - Indoor Activities
- Community-based
  - Sports Competitions
  - Steady Readers Programme

\*\*New Life Community Health was suspended with effect from 1 January 2008.

# new life staff team

## MANAGEMENT STAFF



**Diana Ooi**  
Centre Manager



**Sim Mui Liang**  
Finance Manager



**Irene Lim**  
Corporate Services Manager



**Corrie Lim**  
Human Resource Manager



**Yvonne Lee**  
Childcare Supervisor



**Nelson Ong**  
Youth Manager

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## HQ OFFICE

**Diana Ooi**  
Centre Manager

**Sim Mui Liang**  
Finance Manager

**Corrie Lim**  
Human Resource Manager

**Jackii Lau**  
Finance & Human Resource  
Executive

**Alicia Chang**  
Finance & Human Resource  
Assistant

**Irene Lim**  
Corporate Services Manager

**Victor Yeo**  
Corporate Services Executive

**Amy Tan**  
Corporate Services Executive

**Valerie Wong**  
Administrative Assistant

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## NEW LIFE CHILDCARE

**Yvonne Lee**  
Supervisor

**Jacquelin Wee**  
Administrative Assistant

**Choong Yee Lin**  
Teacher

**Xiao Rui Hua**  
Senior Teacher

**Zhang Yun**  
Teacher

**Cindy Chua**  
Teacher

**Mary Woodman**  
Senior Teacher

**Amy Koh**  
Teacher

**Hannah Ho**  
Teacher

**Grace Lee**  
Teacher

**Shi Rui Ju**  
Teacher

**Esther Liew**  
Assistant Teacher

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## NEW LIFE CHILDREN

**Dawn Ang**<sup>1</sup>  
Programme Coordinator

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## NEW LIFE YOUTH

**Nelson Ong**  
Manager

**Joshua Cheng**  
Programme Coordinator

**Ivan Chew**  
Programme Assistant

**Kelly Huang**  
Programme Assistant

**Eric Sng**  
Programme Assistant

**Florence Chia**  
Administrative Assistant

## STAFF MOVEMENT

The following staff movement was made due to the closure of New Life Community Health and the establishment of New Life Children:

**Ms Diana Ooi** took over the role of Centre Manager (Jan 08);

**Ms Alicia Chang** was transferred from New Life Childcare to New Life Headquarters as Finance and Human Resource Assistant (Jan 08);

**Ms Irene Lim** converted to part-time employment, Corporate Services Manager (Jan 08);

**Ms Jacquelin Wee** was transferred from New Life Community Health to New Life Childcare as Administrative Assistant (Mar 08);

**Ms Dawn Ang** was transferred from New Life Youth to New Life Children as Programme Coordinator (Dec 08).

## WELCOME

New Life thanked the Lord for adding 6 new staff to the team:

**Ms Amy Tan**, Executive, Corporate Services (Jun 08);

**Mr Victor Yeo**, Executive, Corporate Services (Jul 08);

**Ms Yvonne Lee**, Supervisor, New Life Childcare (Jul 08);

**Ms Kelly Huang**, Programme Assistant, New Life Youth (Bukit Panjang) (Nov 08);

**Mr Eric Sng**, Programme Assistant, New Life Youth (Woodlands) (Dec 08);

**Ms Hannah Ho**, Teacher, New Life Childcare (Dec 08);

## FAREWELL

New Life also thanked and bade farewell to the following staff:

**Ms Jin Quek**, Supervisor, New Life Childcare; **Ms Rosaline Lee**, Teacher, New Life Childcare; **Ms Ruby Zhang**, Administrative Assistant, New Life Childcare; **Ms Ho Souk Heng**, Programme Assistant, New Life Youth; **Ms Ivy Chan**, Executive, Corporate Services; **Ms Josephine Poh**, Staff Nurse, New Life Community Health.

<sup>1</sup>Dawn Ang was transferred from New Life Youth to pioneer New Life Children, with effect from 1 Dec 2008.

# highlights of 2008



Character First Workshop at Zhenghua Pri Sch.



Camp Initial D at West Spring Sec Sch.

**JAN Basic Counselling Training for teachers @ Zhenghua Primary School.** This was the first training workshop to equip teachers with basic counselling skills, a need that the school surfaced.

### **Character Workshop @ Zhenghua Primary School**

More than 25 volunteers supported this event and left their lasting impact on the children. This was the largest group of volunteers participating in a single New Life event.

### **Youth Hub Committee**

This is a new initiative of New Life Youth to develop young leaders. New Life Youth selected 5 Youth Hub members to form the Committee, which organises events and assists in some Youth Hub operations.

**MAY New Life Annual General Meeting**

Rev Edmund Chan charged New Life to “redeem the next generation for Christ”. New Life moved decisively to focus on serving the young people in the community to build the next generation.

### **Camp Initial D @ West Spring Secondary School**

Previously for students from Secondary 2 to 4, the camp was opened to Secondary 1 students in 2008, as their foundational learning. The camp also saw an increase in parents’ participation.



Friends of New Life at the 8<sup>th</sup> Anniversary Celebration.



Open House Carnival at Woodlands.

## **JUL Youth Day BBQ Celebration**

Organised by the Youth Hub Committee, this was the first Youth Day celebration for youths at the Youth Hub. More than 30 youths participated in the celebration.

## **SEP New Life 8<sup>th</sup> Anniversary Celebration & Friends' Appreciation Tea**

The event saw the unveiling of Children Services, the exploration of youth work in Woodlands and the participation of Youth Hub members, a first.

### **CEFC Open House Carnival at Woodlands**

New Life Youth collaborated with the CEFC Youth Ministry to anchor the outdoor games at the Open House. This was the first major collaboration between New Life and CEFC, which set the stage for more synergies to come.

## **OCT Service Learning Project with students from the National University of Singapore**

New Life collaborated with undergraduates from NUS on the project, which saw them worked closely with senior citizens, enhancing inter-generational communication skills and building relationships. This was the first such project for New Life Youth.

## **DEC "The Meaning of Christmas" at New Life Childcare**

New Life Childcare invited Mr Joshua Wong, Head of the Children Ministry at CEFC, to share with the children the true meaning of Christmas.

# new life childcare

## MISSION STATEMENT:

...Nurturing Wholesome Children In Partnership With Parents...



Established in 2001, New Life Childcare is committed to providing quality childcare services that meets the needs of both the children and their families. As dedicated early childhood education professionals, we believe that each child is an unique individual, who learns and develops skills through the process of exploration within an educational and play-based curriculum. We partner parents for the wholesome development of each child.

## **2008 IN REVIEW**

### **NEW INITIATIVES**

The Ministry of Community Development, Youth and Sports (MCYS) increased the subsidy of childcare fees for children of working mothers by 100%, from \$150 to \$300 effective from 17 August 2008. This is only applicable to children who are Singapore Citizens. Government subsidies are no longer applicable to Permanent Residents or non-citizens from 1 January 2009.

Along with making childcare services more affordable, MCYS raised the minimum teaching qualifications to improve the quality of preschool education. With effect from 1 January 2009, new preschool teachers must meet the new requirements, while existing teachers are encouraged to upgrade their skills. New Life Childcare places strong emphasis on the quality of the teaching staff and has been constantly upgrading the skills of our teachers. As of December 2008, 8 teachers met the new requirements, while 2 were enrolled in upgrading programmes.

New Life Childcare also received a Teaching and Resources Learning

Grant from MCYS, amounting to \$2,729.

The grant is available to childcare centres operated by Voluntary Welfare Organisation (VWO). The amount received will be used to upgrade classroom resources.

### **THANKSGIVINGS**

New Life Childcare is thankful for the renewal of the prestigious 24-month "Gold Standard" licence issued by MCYS. New Life Childcare has achieved this standard for the 5<sup>th</sup> consecutive time since our establishment in 2001. This is an affirmation of our commitment to providing quality services.

New Life Childcare is also thankful for a 14% increase in the number of children enrolled at our centre.

During the year, several childcare centres experienced cases of Hand Foot Mouth Disease (HFMD) outbreak among their children, including New Life Childcare. We are thankful for the timely containment of HFMD through measures employed such as quarantine, disinfection and vigilant screening. This could only be made possible with the cooperation of parents and staff alike.

# new life childcare

## ENROLMENT

The annual enrolment rose by 14%, from 107 in 2007 to 122 in 2008. Of the 122 children, 55 were newly enrolled, an increase of 12% in new enrolments. During the year, 14 children graduated while 26 withdrew. A total of 82 children were brought forward to 2009.

### TOTAL ANNUAL ENROLMENT 2008/2007

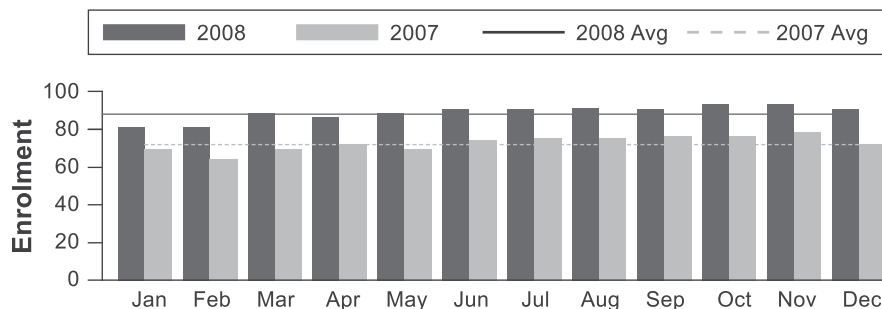
	2008	2007
Enrolment Brought Forward from Previous Year	67	58
New Children Enrolled	55	49
<b>TOTAL CHILDREN ENROLLED</b>	<b>122</b>	<b>107</b>
Children Graduated as of 31 Dec	14	15
Children Withdrawn as of 31 Dec	26	25
Enrolment after 31 December Carried Forward To Next Year	82	67



In 2008, the monthly enrolment ranged from 81 to 93 children (2007: 64 to 78), with an average enrolment of 88 children per month (2007: 72). The maximum capacity of New Life Childcare is 97. This translated to achieving 90% of the maximum enrolment, a jump from the 74% of maximum enrolment in 2007.

MONTHLY ENROLMENT BY CLASS 2008						
	PG	N1	N2	K1	K2	TOTAL
JAN	4	16	20	23	18	81
FEB	4	17	20	23	17	81
MAR	5	22	20	23	18	88
APR	5	19	21	23	18	86
MAY	6	20	21	23	18	88
JUN	6	20	22	24	18	90
JUL	6	20	21	25	18	90
AUG	6	21	20	25	19	91
SEP	7	20	22	24	17	90
OCT	8	22	22	24	17	93
NOV	8	23	22	24	16	93
DEC	3	11	27	21	28	90
<b>MONTHLY AVG</b>	<b>6</b>	<b>19</b>	<b>22</b>	<b>24</b>	<b>19</b>	<b>88</b>

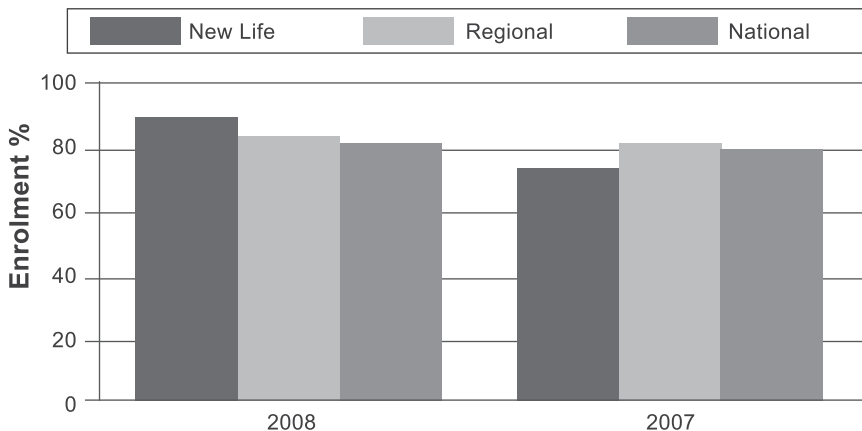
### MONTHLY ENROLMENT YEAR-ON-YEAR 2008/2007





At the national level (all childcare centres in Singapore), the monthly average enrolment was 82%. Regionally (all childcare centres in Bukit Panjang), the monthly average enrolment was 84%. New Life Childcare's average monthly enrolment of 90% surpassed both benchmarks.

**MONTHLY AVERAGE ENROLMENT  
NEW LIFE CHILDCARE AGAINST NATIONAL AND REGIONAL BENCHMARKS**



**LOOKING AHEAD**

**Quality of Teaching Faculty**

- Increase qualification requirements.

**Childcare Curriculum**

- Introduce Biblical values and principles to the curriculum;
- Strengthen the English and Chinese Language curriculums;
- Improve the teaching of Mathematics;
- Introduce more creative classroom teaching and learning methods.

**Children's Nutrition**

- Recruit an in-house cook to prepare meals for the children;
- Obtain nutritional advice from a Nutritionist.

**Parent-Teacher Partnership**

- Conduct complimentary parenting talks for childcare parents. This is in line with New Life Childcare's mission to nurture wholesome children in partnership with parents. New Life Childcare will synergise with the Family Life Ministry at Covenant Evangelical Free Church to provide the talks;
- Increase the frequency of Parent-Teacher Feedback Sessions.

**Needy Children**

- Identify needy children in the community who cannot afford childcare services and render financial assistance to them.

# new life youth

## MISSION STATEMENT:

...Building Character and Developing Resilience...



New Life Youth seeks to empower youths to build character and develop resilience so that they can master life's transitions. We provide moral leadership to the youth within an environment that affirms and nurtures – *strengthening their character and developing resilience.*

New Life Youth employs a 3-prong approach to impact the youths in community: School-based, Hub-based and Community-based.

## **2008 IN REVIEW**

### **ENTERING WOODLANDS**

The opening of Covenant Evangelical Free Church (CEFC) in Woodlands, presented New Life Youth with partnership opportunities and possibilities for synergy in order to provide youth services to the Woodlands community. In 2008, New Life Youth began exploring partnership opportunities for school-based youth work with schools in Admiralty, Woodlands. Dr Mohamad Maliki Bin Osman, Member of Parliament for Sembawang GRC (Admiralty), indicated his support for New Life's youth work in his ward, including plans to build a Youth Centre, akin to the Youth Hub in Bukit Panjang.

In September 2008, New Life Youth supported the CEFC Open House Carnival in Woodlands. New Life Youth worked closely with the Youth Ministry of CEFC to conduct outdoor games and activities at the Carnival. The event also saw New Life Youth establish working relations with a business enterprise in the community, which not only participated in the event but also sponsored games prizes.

A Youth Taskforce, comprising staff and volunteers of CEFC and New

Life Youth, was formed to synergise resources and strategies to serve the youths in Woodlands.

### **IN BUKIT PANJANG**

#### **SCHOOL-BASED YOUTH WORK: STEP- UP PROGRAMME**

New Life Youth conducts youth work in schools under the STEP-UP initiative. STEP-UP (School-Social Work To Empower Pupils Utilise Potentials) is a 5-year initiative funded by the Ministry of Community Development, Youth and Sports (MCYS). It serves to make school-based social services more accessible to students, in particular to prevent at-risk students from leaving school prematurely. New Life serves different segments of the student populations through an extensive range of subject matter and varying degrees of intervention.

New Life Youth will continue the STEP-UP Programme with West Spring Secondary School, which completed its 2nd year. Zhenghua Secondary School completed its 5-year STEP-UP Programme in 2008. Over the 5 years, we have established strong relationship with the school and we will continue to build on this partnership by exploring other social work programmes with the school to meet its needs.

# new life youth

The services conducted under the STEP-UP Programme, with the corresponding number of participants, are as follows:

<b>STEP-UP PROGRAMMES 2008/2007</b>					
<b>Programme</b>	<b>Target Group</b>	<b>No. of Programmes</b>		<b>No. of Participants</b>	
		2008	2007	2008	2007
<b>West Spring Secondary School</b>					
Workshops	Selected students	3	1	89	10
Group Work	Selected students	6	12	40	103
Mentoring	Selected students	0	1	0	8
Camp	Selected students	1	1	32	25
<b>SUB-TOTAL</b>		<b>10</b>	<b>15</b>	<b>161</b>	<b>146</b>
<b>Zhenghua Secondary School</b>					
Assembly Talks	All students	0	0	0	0
Workshops	Parents	1	2	10	72
Group Work	Selected students	0	8	0	62
Mentoring	Selected students	1	0	27	0
<b>SUB-TOTAL</b>		<b>2</b>	<b>10</b>	<b>37</b>	<b>134</b>
<b>Zhenghua Primary School</b>					
Character Workshop	All students	6	6	1,881	2,200
Assembly Talks	All students	8	8	7,524	8,800
Parenting Talks	Parents	4	4	136	798
Classroom Workshop	Selected classes	4	-	92	-
Group Work	Selected students	2	2	12	14
Counselling	Selected students	0	1	0	6
Teachers Training	All teachers	1	2	81	194
Mentoring	Selected students	1	0	9	0
<b>SUB-TOTAL</b>		<b>26</b>	<b>23</b>	<b>9,735</b>	<b>12,012</b>
<b>GRAND TOTAL</b>		<b>38</b>	<b>48</b>	<b>9,933</b>	<b>12,292</b>



**CENTRE-BASED YOUTH WORK:  
YOUTH HUB**

Opened in 2005, the Youth Hub is a safe and alternative hangout for youths in the community. At the Youth Hub, youths can meet friends, study and participate in meaningful and wholesome activities. The Youth Hub is also a platform for our youth workers to engage youths in a positive

environment, impacting and nurturing them to build character and develop resilience.

Youths are required to register as members to utilise the facilities at the Youth Hub. Membership expires on 31 December and is renewable annually. As at 31 December 2008, there were 273 members at the Youth Hub.

<b>TOTAL YOUTH HUB MEMBERSHIP 2008/2007</b>		
	<b>2008</b>	<b>2007</b>
New Members	206	213
Memberships Renewed	67	96
Members Left	0	0
Members Terminated	0	0
<b>TOTAL MEMBERSHIP (AS OF 31 DECEMBER)</b>	<b>273</b>	<b>309</b>

Monthly drop-in rate at the Youth Hub ranged from 329 to 530 youths (2007: 286 to 551). On average, the daily drop-in rate ranged from 16 to 26 youths (2007: 14 to 28).

# new life youth



## 12F PROGRAMME

Since the introduction of the 12F Programme at the Youth Hub in 2007, New Life Youth has seen tangible changes in its Youth Hub members. Designed by New Life Youth, the 12F is essentially a list of topics ranging from Friends and Family to Finances and Future. Youth workers engage the youths on the 12F over a period of time to guide and nurture them in their development. Through this intentional approach, youths and youth workers have built strong bonds of friendship, which has enabled the youth workers to impact the youths in greater measures. For instance, youths who surfaced family issues invited our youth workers to meet their parents. The outcome was positive. New Life Youth will continue to use the 12F Programme at the Youth Hub for intentional youth engagement.

## YOUTH HUB COMMITTEE

New Life Youth embarked on the grooming of selected youths to empower them to develop leadership skills as well as nurture future youth volunteers for the Youth Hub. Five youths were assessed and selected to form a Youth Hub Committee, overseen by a youth worker. During the year, the Committee organised various activities and performed limited housekeeping roles at the Youth Hub.

## COMMUNITY-BASED YOUTH

**WORK:**

**SPORTS ACTIVITIES**

Sports activities were organised to engage youths in the community throughout the year.

These were:

- Annual 3-on-3 Basketball challenge (4<sup>th</sup> year running)
- Street Soccer Competition (2<sup>nd</sup> year running)
- Pool Competition (3<sup>rd</sup> year running)

These events have been well-received by the youths and continue to be important platforms to engage youths in the community.

**STEADY READERS**

The Steady Readers Programme is an English literacy programme that aims to help primary level children with learning and reading impediments. These children are largely from non-English-speaking,

low income families and often lagged behind their peers in their studies. School teachers have been the key in identifying and recommending these children to the Steady Readers Programme. Prior to enrolment, they are assessed and subsequently placed in small groups based on their reading abilities. Steady Readers is organised by staff and lessons are conducted by volunteers.

New Life Youth has been partnering Greenridge Primary School to provide the Steady Readers Programme to their students. Two modules were conducted in 2008 with a total of 12 students enrolled. The school identified more than 50 students who have learning and reading impediments. However, New Life Youth could only offer the Steady Readers Programme to 12 students due to the lack of volunteer teachers.

<b>STEADY READERS PROGRAMME 2008/2007</b>				
	<b>2008</b>		<b>2007</b>	
	Semester 1	Semester 2	Semester 1	Semester 2
Total Enrolled	6	6	–	12
Total Completed	6	6	–	10
Completed with Pass	4	4	–	7
Completed with Distinction	2	2	–	3

# new life youth

## NEW LIFE CHILDREN

Children-related programmes have been operating under New Life Youth. To better serve the children in the community, these have been relocated under a specialised children service, New Life Children, officially established on 1 January 2009. One headcount from New Life Youth was allocated to pioneer New Life Children.

## THANKSGIVINGS

New Life Youth is thankful for the unwavering support, commitment and contributions of partners, donors and volunteers. These ones had faithfully supplied resources such as books and games, availed themselves to tutor youths, volunteered at various activities and provided avenues for New Life Youth to impact the community.

## LOOKING AHEAD

### YOUTH WORK IN BUKIT PANJANG

#### i. School-based: STEP-UP

- To continue the STEP-UP Programme with West Spring Secondary School;
- To explore other school-based social programmes with Zhenghua Secondary School following its completion of STEP-UP;
- Hand-over STEP-UP Programme with Zhenghua Primary School to New Life Children.

#### ii. Centre-based: Youth Hub

- Introduce a new programme to engage youths in outdoor learning. OLE Club (*Outdoor Learning*



*Expedition Club*) will conduct outdoor activities through which youths will learn valuable lessons about themselves and each other. The first OLE Club activity will be a mountain climbing trip to Mt Ophir, Malaysia;

- To continue engaging youths through the 12F Programme;
- To continue guiding and nurturing the Youth Hub Committee members.

#### iii. Community-based: Outreach

- Launch a new initiative to engage youths outside the Youth Hub. Known as "GAMES Time!" (*Go, Approach, Mingle, Encourage & Support*), will be conducted once a month.
- To introduce character development component to sports competitions.



### **YOUTH WORK IN WOODLANDS**

- To pioneer youth services with schools, grassroots, CEFC and other VWOs;
- To synergise with the Youth Ministry at CEFC to leverage resources;
- To begin the administrative process for the building of a Youth Centre in Admiralty;
- To officially launch New Life Youth in Admiralty;
- To engage youths in Woodlands through monthly sports activities following the official launch.

### **NEW LIFE CHILDREN**

- Explore & establish school-based social work with other primary schools in Bukit Panjang;
- Explore opportunities for synergy with the Children Ministry at CEFC to leverage resources;
- Increase the manpower required for Steady Readers Programme in order to cater to more children;
- Take-over the running of STEP-UP Programme with Zhenghua Primary School from New Life Youth;
- Conduct 1 children camp for the children in the community during the December school holidays.



# financial statements

## NEW LIFE COMMUNITY SERVICES CENTRE FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED  
31 DECEMBER 2008

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# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## STATEMENT BY CHAIRMAN AND TREASURER

We, John Lim Cheng Siew and Seong Koon Wah Sun, being the Chairman 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 32 to 45 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 2008 and of its income and expenditure, statement of changes in accumulated fund and specific fund and cash flows for the financial year then ended.

On behalf of the Board,



JOHN LIM CHENG SIEW  
Chairman



SEONG KOON WAH SUN  
Treasurer

21 March 2009

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NEW LIFE COMMUNITY SERVICES CENTRE

(Registered in Singapore under the Societies Act)

We have audited the accompanying financial statements of New Life Community Services Centre as set out on pages 32 to 45, which comprise the balance sheet as at 31 December 2008, the statement of income and expenditure, statement of changes in accumulated fund and specific fund and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

## BOARD'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The Board is responsible for the preparation and fair presentation of these financial statements in accordance with Singapore Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

## AUDITOR'S RESPONSIBILITY

Our responsibility is to express an 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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.


An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Board, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## OPINION

In our opinion,

- (a) 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 as at 31 December 2008, 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
- (b) the accounting and other records required by the regulations enacted under the Societies Act to be kept by the Society have been properly kept in accordance with these regulations.



**Teo Foong Wong L C Loong**  
Public Accountants and  
Certified Public Accountants  
Singapore

21 March 2009

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## STATEMENT OF INCOME AND EXPENDITURE

For the financial year ended 31 December 2008

	Note	2008 \$	2007 \$
<b>Income</b>			
School fee		513,875	427,930
Interest income		7,553	11,511
Donations	3 & 11a	1,577,915	871,357
Donation-in-kind	3 & 11a	106,111	110,834
Kidz Club		—	545
Government subvention		—	11,170
Government subvention (medication)		—	1,077
Medical supplies		4,522	14,707
Home medical fee		—	8,487
Nursing service fee		—	6,507
Laboratory service fee		—	1,387
Programme income		17,432	21,067
Family life education		—	2,540
Grant from MCYS		49,799	51,353
Others		52,257	44,006
		<b>2,329,464</b>	<b>1,584,478</b>
<b>Less expenses</b>			
Depreciation	5	68,423	87,508
Staff costs	4 & 11b	845,139	864,447
Maintenance of land and building		37,205	36,669
Rental	11a	87,440	87,237
Utilities	11a	32,425	30,902
Other operating expenses		157,981	153,873
		<b>1,228,613</b>	<b>1,260,636</b>
Surplus for the financial year		<b>1,100,851</b>	<b>323,842</b>

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 2008

	Note	2008 \$	2007 \$
<b>Non-current asset</b>			
Property, plant and equipment	5	72,447	134,326
<b>Current assets</b>			
Inventories		12,559	5,340
Sundry receivables	6	73,731	70,117
Fixed deposits	7	529,457	524,171
Bank and cash balances		2,075,076	924,109
		<b>2,690,823</b>	1,523,737
<b>Total assets</b>		<b>2,763,270</b>	1,658,063
<b>Current liabilities</b>			
Sundry payables	8	126,671	121,715
Net assets		<b>2,636,599</b>	1,536,348
<b>Funds</b>			
Accumulated fund		2,636,316	1,535,465
Family assistance fund	9	283	883
		<b>2,636,599</b>	1,536,348

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 2008

	Accumulated fund \$	Family assistance fund \$	Total \$
Balance at 1 January 2007	1,211,623	4,050	1,215,673
Surplus/(deficit) for the financial year	323,842	(3,167)	320,675
Balance at 31 December 2007	1,535,465	883	1,536,348
Surplus/(deficit) for the financial year	1,100,851	(600)	1,100,251
Balance at 31 December 2008	<b>2,636,316</b>	<b>283</b>	<b>2,636,599</b>

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 2008

	2008 \$	2007 \$
<b>Cash flows from operating activities</b>		
Surplus before tax	1,100,851	323,842
Adjustments for:-		
Depreciation	68,423	87,508
Interest income	(7,553)	(11,511)
Operating cash flows before movements in working capital	1,161,721	399,839
Inventories	(7,219)	1,025
Receivables	(3,614)	(45,106)
Payables	4,956	5,957
Deficit in family assistance fund	(600)	(3,167)
<b>Net cash from operating activities</b>	<b>1,155,244</b>	<b>358,548</b>
<b>Cash flows from investing activities</b>		
Purchase of plant and equipment	(6,544)	(36,000)
Interest received	7,553	11,511
<b>Net cash from/(used in) investing activities</b>	<b>1,009</b>	<b>(24,489)</b>
<b>Net increase in cash and cash equivalents</b>	<b>1,156,253</b>	<b>334,059</b>
<b>Cash and cash equivalents at beginning of the year</b>	<b>1,448,280</b>	<b>1,114,221</b>
<b>Cash and cash equivalents at end of the year</b>	<b>2,604,533</b>	<b>1,448,280</b>
<b>Cash and cash equivalents comprise:-</b>		
Bank and cash balances	2,075,076	924,109
Fixed deposits	529,457	524,171
	<b>2,604,533</b>	<b>1,448,280</b>

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 2008

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 and to run enrichment programmes for youth. The Centre's principal place of activities is at 10, Jelapang Road, Singapore 677740.

### 2. Significant accounting policies

#### a) Basis of preparation

The financial statements, expressed in Singapore dollars, which is the Centre's functional currency, have been prepared in accordance with Singapore Financial Reporting Standards ("FRS"). The financial statements have been prepared under the historical cost convention except as disclosed in the accounting policies below.

The preparation of financial statements in conformity with FRS requires management to exercise its judgement in applying the Centre's accounting policies. It also 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. There are no critical accounting estimates and assumptions used that are significant to the financial statements, and are involving a higher degree of judgement or complexity.

In the current financial year, the Centre has adopted all the new and revised FRSs and Interpretations of FRS ("INT FRS") that are relevant to its operations and effective during the financial year. The adoption of these new/revised FRS and INT FRS has no material effect on the financial statements.

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

At the date of the balance sheet, the following FRS and INT FRS were issued, revised or amended but not effective:

FRS 1	Presentation of Financial Statements
FRS 23	Borrowing Costs
INT FRS 113	Customer Loyalty Programmes
INT FRS 116	Hedges of a Net Investment in a Foreign Operation
Amendments to FRS 101 and FRS 27	Cost of an Investment in a Subsidiary, Jointly Controlled Entity or Associate
Amendments to FRS 32 and FRS 1	Puttable Financial Instruments and Obligations Arising on Liquidation
Amendments to FRS 39	Financial Instrument: Recognition and Measurement – Eligible Hedged Items
Amendments to FRS 102	Share-based Payment – Vesting Conditions and Cancellations
Improvements to FRSs 2008	

The Centre anticipates that the adoption of these FRS and INT FRS (where applicable) in future periods will have no material impact on the financial statements.

## b) Income recognition

Income is recognised on the following basis:-

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

## c) Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated depreciation and any impairment loss. 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%
Renovation	20%
Computer	33 1/3%
Office equipment	33 1/3%
Medical equipment	33 1/3%

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

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## d) Inventories

Inventories (comprising uniforms, mattress covers and T-shirts) are stated at the lower of cost and net realisable value. Cost is determined on a first-in, first-out basis. Net realisable value is the estimated selling price in the ordinary course of business, less the costs of completion and selling expenses.

## e) Impairment of non-financial assets

At each balance sheet date, the Centre reviews the carrying amounts of its non-financial assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the Centre estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in statement of income and expenditure, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Where an impairment loss subsequently reverses, the carrying amount of the asset (cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in the income statement, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## f) Income Tax

The Centre is a registered charity under the Charities Act and is exempted from income tax under the provisions of the Income Tax Act.

## g) Financial assets

The Centre's only financial assets are loans and receivables which comprise fixed deposits, bank balances and sundry receivables on the balance sheet.

Receivables were measured at initial recognition at fair value, and were subsequently measured at amortised cost using the effective interest method. Appropriate allowances for estimated irrecoverable amounts were recognised in the income statement when there is objective evidence that the asset is impaired. The allowance recognised is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the effective interest rate computed at initial recognition.

## h) Financial Liabilities

Financial liabilities include sundry payables. Financial liabilities are recognised on the balance sheet when, and only when, the Centre becomes a party to the contractual provisions of the financial instrument. Financial liabilities are initially recognised at fair value plus directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method.

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

## i) Leases

### *Operating leases*

Leases where a significant portion of the risk and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are taken to the income statement on a straight-line basis over the period of the lease.

When an operating lease is terminated before the lease period has expired, any payment required to be made to the lessor by way of penalty is recognised as an expense in the period in which termination takes place.

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## j) Provisions

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

## k) Employee benefits

### *Defined contribution plans*

Compensation under the state pension scheme to the Central Provident Fund ("CPF") are recognised as compensation expense in the same period as the employment that gives rise to the contribution.

### *Employee leave entitlement*

Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the balance sheet date.

## l) Cash and cash equivalents

Cash and cash equivalents are stated in the balance sheet at cost. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, bank balances and deposits held at call with banks.

Cash on hand and in banks and fixed deposits are classified and accounted for as loan and receivables under FRS 39 (Financial Instrument Recognition and Measurement). The accounting policy is stated in Note 2(g).

## 3. Donations

Included in the donations are tax-deductible donations received of \$1,308,665 (2007: \$656,042).

## 4. Staff costs

	2008	2007
	\$	\$
Salaries and bonus	720,889	737,230
CPF	97,557	97,387
Other staff benefits	26,693	29,830
	<hr/>	<hr/>
	845,139	864,447

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## 5. Property, plant and equipment

	Furniture & fittings \$	Kitchen equip- ment \$	Playgroup equip- ment \$	Office Com- puter \$	Office equip- ment \$	Medical equip- ment \$	Renov- ation \$	Total \$
<b>2008</b>								
<b>Cost</b>								
Balance at 1.1.08	308,785	7,138	36,929	68,151	47,300	3,844	13,425	485,572
Additions	1,938	–	700	3,601	305	–	–	6,544
Balance at 31.12.08	<b>310,723</b>	<b>7,138</b>	<b>37,629</b>	<b>71,752</b>	<b>47,605</b>	<b>3,844</b>	<b>13,425</b>	<b>492,116</b>
<b>Accumulated depreciation</b>								
Balance at 1.1.08	206,954	6,848	32,845	46,001	46,751	3,842	8,005	351,246
Depreciation charge	50,755	95	2,061	12,393	434	–	2,685	68,423
Balance at 31.12.08	<b>257,709</b>	<b>6,943</b>	<b>34,906</b>	<b>58,394</b>	<b>47,185</b>	<b>3,842</b>	<b>10,690</b>	<b>419,669</b>
<b>Net book value</b> At 31.12.08	<b>53,014</b>	<b>195</b>	<b>2,723</b>	<b>13,358</b>	<b>420</b>	<b>2</b>	<b>2,735</b>	<b>72,447</b>
<b>2007</b>								
<b>Cost</b>								
Balance at 1.1.07	306,185	7,138	36,929	35,354	46,697	3,844	13,425	449,572
Additions	2,600	–	–	32,797	603	–	–	36,000
Balance at 31.12.07	308,785	7,138	36,929	68,151	47,300	3,844	13,425	485,572
<b>Accumulated depreciation</b>								
Balance at 1.1.07	153,625	6,754	30,745	32,315	31,137	3,842	5,320	263,738
Depreciation charge	53,329	94	2,100	13,686	15,614	–	2,685	87,508
Balance at 31.12.07	206,954	6,848	32,845	46,001	46,751	3,842	8,005	351,246
<b>Net book value</b> At 31.12.07	<b>101,831</b>	<b>290</b>	<b>4,084</b>	<b>22,150</b>	<b>549</b>	<b>2</b>	<b>5,420</b>	<b>134,326</b>

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## 6. Sundry receivables

	2008	2007
	\$	\$
Sundry receivables	63,669	55,133
Prepayments	3,241	2,748
Deposits	1,804	2,954
Grant receivables	5,017	9,282
	<hr/>	<hr/>
	73,731	70,117
	<hr/>	<hr/>

## 7. Fixed deposits

The fixed deposits are placed with the banks and mature varying from one to three months period. The weighted average effective interest rate of these deposits was 0.33% to 1.85% (2007: 1.63% to 1.85%) per annum.

## 8. Sundry payables

	2008	2007
	\$	\$
Deposits received	47,265	38,270
School fees received in advance	4,200	5,725
Accrued operating expenses	56,114	56,731
Sundry payables	19,092	20,989
	<hr/>	<hr/>
	126,671	121,715
	<hr/>	<hr/>

## 9. Family assistance fund

This fund is set up specifically to finance needy individuals.

## 10. Lease commitment

	2008	2007
	\$	\$
Not later than one financial year	3,000	3,000
Later than one financial year but not later than five financial years	7,500	10,500
	<hr/>	<hr/>
	10,500	13,500
	<hr/>	<hr/>

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## 11. Related party disclosures

### a) Related parties

The Centre is the social outreach arm of Covenant Evangelical Free Church.

#### *Rental and Utilities*

The Centre used the premises of Covenant Evangelical Free Church for its day-to-day operations. The Centre was charged \$82,111 (2007: \$82,111) for rental and \$24,000 (2007: \$24,000) for utilities by Covenant Evangelical Free Church. The value of rental and utilities was mutually-agreed upon and detailed in a Memorandum of Understanding between the two entities, which is renewable annually.

#### *Donation-In-Kind*

The Centre received from Covenant Evangelical Free Church a donation-in-kind of \$106,111 (2007: \$106,111), the value being the equivalent of rental and utilities due to Covenant Evangelical Free Church. The value of the donation-in-kind was mutually-agreed upon and detailed in a Memorandum of Understanding between the two entities, which is renewable annually.

#### *Cash Grant*

The Centre received a cash grant of \$269,250 (2007: \$209,200) from Covenant Evangelical Free Church, in support of the Centre's work and this is recorded as donation.

#### *Shared Services*

The Centre procured various services jointly with Covenant Evangelical Free Church on a cost-sharing basis. This arrangement enabled both entities to enjoy savings from reduced cost, as compared to both entities procuring similar services separately. These cost-shared services include photocopying, cleaning, security and pest control, and, in total, the Centre's share was \$24,114 (2007: \$19,605).

# New Life Community Services Centre

(Registered in Singapore under the Societies Act)

## b) Compensation of Key Management Personnel

Included in the expenditure on salary and bonus are compensation paid to key management personnel as follows:

	2008	2007
	\$	\$
Remuneration paid to key management staff 6 persons (2007: 8 persons)		
- Salaries and bonuses	246,235	309,706
- CPF	33,238	41,265

Board members did not receive any remuneration for their services.

The annual remuneration of each of the key management staff falls below \$100,000.

## 12. Financial instruments

### a) Categories of financial instruments

The financial instruments as at the balance sheet date are:-

	2008	2007
	\$	\$
<i>Financial assets</i>		
Loans and receivables (including cash and cash equivalents)	2,675,023	1,515,649
<i>Financial liabilities</i>		
At amortised cost	116,154	109,898

### b) 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.

#### *Foreign exchange risk*

The Centre has no significant exposure to foreign exchange risk as all of its transactions are in Singapore dollars.

# New Life Community Services Centre

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## *Credit risk*

Credit risk is the risk of loss that may arise on outstanding financial instruments should a counterparty default on its obligations. The Centre's exposure to credit risk arises primarily from cash and cash equivalents and sundry receivables.

The Centre's significant concentration of credit risk exposure relates mainly to its cash and cash equivalents. The maximum exposure to credit risk is represented by the carrying value of each class of financial assets recognised in the balance sheet.

## *Interest rate risk*

The Centre's income and operating cash flows are substantially independent of 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.

## *Liquidity risk*

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

### **c) Fair values of financial assets and financial liabilities**

The carrying amounts of the financial assets and financial liabilities recorded in the financial statements of the Centre approximate their fair values.

### **13. Authorisation of financial statements**

The financial statements of the Centre for the financial year ended 31 December 2008 were authorised for issue by the Board on 21 March 2009.

# 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 2008

	2008	2007
	\$	\$
<b>Income</b>		
School fee	513,875	427,930
Interest income	7,553	11,511
Donations	1,577,915	871,357
Donation-in-kind	106,111	110,834
Kidz Club	–	545
Government subvention	–	11,170
Government subvention (medication)	–	1,077
Medical supplies	4,522	14,707
Home medical fee	–	8,487
Nursing service fee	–	6,507
Laboratory service fee	–	1,387
Programme income	17,432	21,067
Family life education	–	2,540
Grant from MCYS	49,799	51,353
Others	52,257	44,006
	<hr/>	<hr/>
	2,329,464	1,584,478
<b>Less expenses</b>		
Advertisement	154	258
Auditors' remuneration	5,564	5,506
Bank charges	3,746	2,259
Communication	5,911	6,732
CPF contribution	97,557	97,387
Depreciation	68,423	87,508
Donors relationship management	8,045	3,533
Family life education	–	105
Food and beverage	33,852	33,692
General expenses	40,514	33,866
General insurance	742	696
Gifts/Special events	867	1,153
Home medical/Nursing service expenses	–	16,504
Kidz Club	21	550
Licence	483	444
Membership subscription/Association dues	–	80
Maintenance of land and building	37,205	36,669
Medication	5,575	1,077
	<hr/>	<hr/>
Balance carried forward	308,659	328,019

# 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 2008

	2008	2007
	\$	\$
Balance brought forward	308,659	328,019
Public Education	10,392	8,784
Programme expense	9,832	9,936
Rental	87,440	87,237
Rental of premises and equipment	3,210	3,180
Repair/General maintenance	8,004	6,204
Resource materials	8,898	6,460
Salary and bonus	720,889	737,230
SDL	2,945	3,211
Staff insurance	4,547	2,988
Staff medical	9,181	9,837
Staff training	8,412	7,219
Staff welfare	1,608	6,575
Supply and material	9,299	8,303
Transport	611	2,374
Utilities	32,425	30,902
Volunteers expenses	2,261	2,177
	<hr/>	<hr/>
	1,228,613	1,260,636
	<hr/>	<hr/>
<b>Surplus for the financial year</b>	<b>1,100,851</b>	<b>323,842</b>

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

# additional information

## **CONFLICT OF INTERESTS POLICY**

In compliance with the Income Tax Act (Chapter 134), Income Tax (Approved Institutions Of A Public Character) (Amendment) Regulations 2006, Regulation 7 Paragraph 1A, New Life, being an approved institution of a public character, is required to disclose its policy relating to the management and avoidance of conflicts of interest.

New Life's conflict of interests policy is based on and adapted (with permission) from the sample provided to member VWOs by the National Council of Social Service. It is based on the principle that New Life integrity of serving for public trust and community good, rather than personal gain, must be upheld at all costs. The policy is applicable to New Life's board members, members of committees established by the board, staff and volunteers. It specifically addresses, for example, contract with vendors, other organisations that have dealings with New Life, joint ventures, employment of staff who are related, remuneration for voluntary service, and staff as board members. The above list, however, is non-exhaustive, and, in any other situations or matters whereby an actual, potential or perceived conflict of interest is or may be encountered, affected parties are to adhere to the general principles stipulated therein, and to act accordingly.

For details of the policy, please refer to [www.newlife.org.sg/files/COI-Policy.pdf](http://www.newlife.org.sg/files/COI-Policy.pdf)

## **GUIDELINES FOR BEST PRACTICES OF IPCs**

The New Life Board is of the view that, to the best of its knowledge, New Life is in general compliance with the Guidelines for Best Practices for Institutions of a Public Character issued by the National Council of Social Service.

## **CASH RESERVE POLICY**

The New Life's policy is that the cash reserve balance should not exceed 5 times of net operating expenditure. Net operating expenditure refers to the total expenditure less all means of regular income from programme fees, grants from government/NCSS or investments (donations are excluded).

New Life's Cash Reserve Balance as at 31 December 2008 represents 4.47 times of net operating expenditure (2007: 2.2 times).

# corporate data

## Registered Address

10 Jelapang Road  
Singapore 677740

## Contact Information

Tel: 6892 7191  
Fax: 6892 7181  
Email: [email@newlife.org.sg](mailto:email@newlife.org.sg)  
Website: [www.newlife.org.sg](http://www.newlife.org.sg)

New Life Community Services Centre is:

- **a Registered Society**

registered under The Societies Act on **3 Mar 2000**  
Registration No.: **305/99 WEL**  
Unique Entity No.: **T00SS0057E**

- **a Registered Charity**

registered under The Charities Act on **13 Aug 2001**  
Registration No.: **1518**

- **a Full Member**

of the National Council of Social Service since **16 Sep 2002**

- **an Institution of a Public Character**

under the sector administration of the  
National Council of Social Service since **18 Nov 2002**  
Reference No.: **2002-122 NLC**

## Auditors

TeoFoongWongLCLoong  
Public Accountants and Certified Public Accountants  
Singapore  
15 Beach Road #03-10 Beach Centre  
Singapore 189677

## Audit Partner

Mr John Teo Cheng Lok

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**NEW LIFE YOUTH**

419 Fajar Road, #01-449, Singapore 670419

Tel: 6892 4419 Fax: 6892 4418

Email: [youth@newlife.org.sg](mailto:youth@newlife.org.sg)

**Volunteer with New Life**

Call: 6892 4366

Email: [volunteer@newlife.org.sg](mailto:volunteer@newlife.org.sg)

**Donate to New Life**

Call: 6892 4366

Email: [donate@newlife.org.sg](mailto:donate@newlife.org.sg)

**Career with New Life**

Email: [hr@newlife.org.sg](mailto:hr@newlife.org.sg)

Website: [www.newlife.org.sg/job.htm](http://www.newlife.org.sg/job.htm)