

Annual Report 2013

Touching hearts Transforming lives

New Life Community Services

MICA (P) 094/02/2014



NEW LIFE
COMMUNITY SERVICES

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BOARD'S APPROVAL OF Annual Report

We, John Lim Cheng Siew and Seong Koon Wah Sun, being the Chairman and Secretary of New Life Community Services respectively, do hereby, on behalf of the Board, comprising

John Lim Cheng Siew

Chairman

Barney Lau Tai Chiau

Vice-Chairman

Seong Koon Wah Sun

Secretary

Eddie Tan Cheng Soo

Treasurer

Cheah Sin Hean

Assistant Treasurer

Lawrence Chua Kim Choon

Board Member

Sim Choon Siong

Board Member

Sim Teow Hong

Board Member

Germaine Chng Hwui San

Board Member

Johnny Tan Cheow Hock

Board Member

George Lee Kwee Seng

Board Member

Patrick Lim Kah Hock

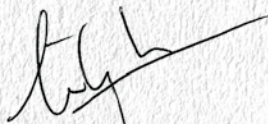
Board Member

Jeremiah Lo

Observer

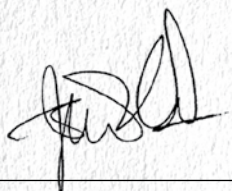
Resolve, on this date 19 May 2014, that the Annual Report for the financial year ended 31 Dec 2013 be and is hereby approved.

On behalf of the Board,



John Lim Cheng Siew

Chairman



Seong Koon Wah Sun

Secretary

CHAIRMAN'S MESSAGE

Amazing Grace

by **John Lim**

As New Life completes its 14th year of ministry to the community, we continued to be amazed by how God has blessed us. We have been blessed in many ways by community leaders, donors, volunteers as well as CEFC Board and leadership which continued to be an inspiration to the all that serve in New Life.

In 2013, the board charted out New Life's 15 year vision to build and mentor the next generation. The key to success of this plan require a strong staff team to translate this vision into implementable plans. We are therefore grateful that we have our own Covenanter, Walter Lee, who has agreed to come on board full-time as our new Executive Director.

We are thankful to Diana Ooi, who has successfully led New Life since 2008. On return from her sabbatical, she has taken on the role of Director of Youth and Children Services. Together with Phuay Khee Low, our Human Resource Manager, New Life has formed a strong executive leadership team that has the right calling, character and competency to fulfill New Life's vision to mentor the next generation. The journey of sharing this vision to the staff has inspired our leadership team to press on. In addition, we have hired new talents to our staff team in order to further enhance and strengthen our capability to serve the community.

Realising there is a need in the community for more childcare, the board has set-up a subcommittee to look into the childcare strategy. Beyond our expectation, the subcommittee has already proposed an aggressive strategy to build or acquire 10 childcare centres in the next 3 years that would make us an anchor operator. This 1-2-3-4 plan, as we called it, will ensure that New Life establishes itself to be the leading Christian based pre-school educator in Singapore.

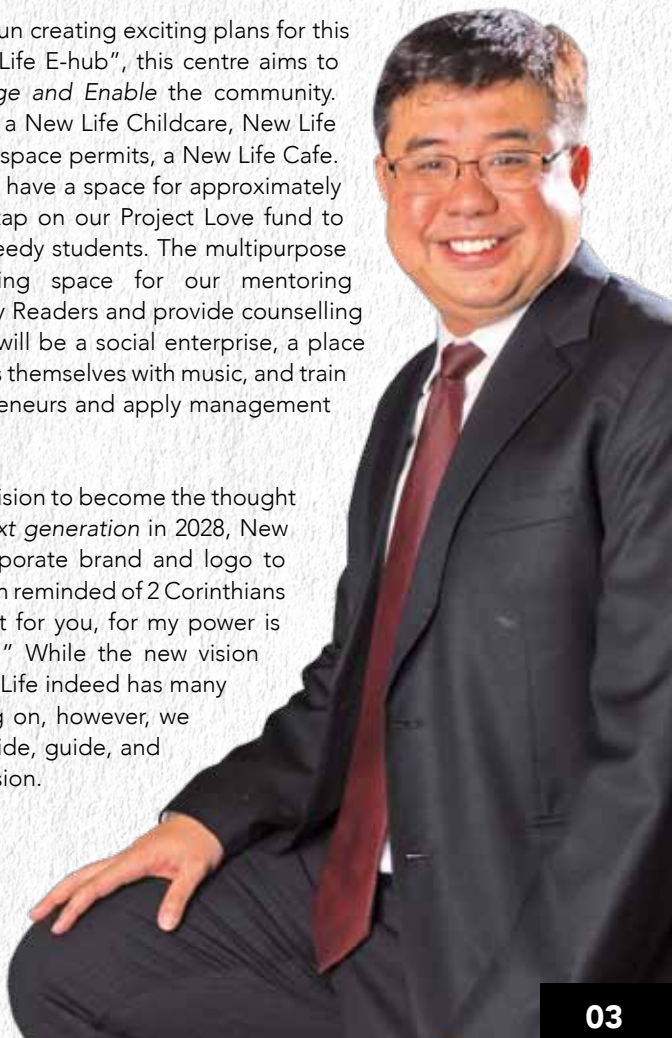
Our collaboration with the community leaders began 8 years ago in 2005 when we were gifted a void deck space for our youth center at Fajar Road. We further built a Youth Centre at Woodlands and a before-and-after student care at Jelapang

Road. As I am writing this note, through the referral of Mr Liang Eng Hwa, MP for Holland-Bukit Timah GRC, we are thrilled that we are in the midst of being gifted a large site by a developer near Covenant EFC in Bukit Panjang.

The New Life team has begun creating exciting plans for this centre. Dubbed the “New Life E-hub”, this centre aims to *Empower, Enrich, Encourage and Enable* the community. New Life E-hub will include a New Life Childcare, New Life Multipurpose Centre and if space permits, a New Life Cafe. This New Life Childcare will have a space for approximately 100 children. We will also tap on our Project Love fund to heavily subsidise fees for needy students. The multipurpose centre will provide training space for our mentoring programmes such as Steady Readers and provide counselling rooms. The New Life Cafe will be a social enterprise, a place where the youth can express themselves with music, and train fellow youths to be entrepreneurs and apply management skills to run the cafe.

As we journey towards our vision to become the thought leader in *mentoring the next generation* in 2028, New Life is unveiling a new corporate brand and logo to signify this commitment. I am reminded of 2 Corinthians 12:9, “My grace is sufficient for you, for my power is made perfect in weakness.” While the new vision looks challenging and New Life indeed has many weaknesses we are working on, however, we trust that the Lord will provide, guide, and empower us to claim this vision.

E
NEW OR
M N T LIFE



EXECUTIVE DIRECTOR'S REPORT

Touching Hearts, Transforming Lives

by **Walter Lee**

New Life continues to experience the grace and mercy of our Lord as we see how He moves Covenanters, Board Members, New Life staff, volunteers, donors, and partners to respond to their heartfelt calling in serving and blessing the community with the love of Christ. We are totally incapable of doing this impossible task of mentoring the next generation without the saving grace of our Lord Jesus Christ.

Beyond the *hard* numbers that we see in terms of the beneficiaries blessed, the volunteers responding, and the resources raised, may our *hearts* beat with joy and excitement to see God at work.

We see Him doing His good work through the Steady Readers Programme where lives have been transformed as mentors pour out their hearts in the hopes of seeing young children overcome reading difficulties. By demonstrating the love of God, it is our prayer to see this new generation of children become confident and well-adjusted members in the community.

Our Childcare has been building deep roots in the lives of children from as young as 18 months. Through the years, we have strengthened our curriculum by garnering feedback from parents and early childhood educators to form a curriculum built to mentor wholesome children. The demand for childcare is increasing, and we desire to make New Life's brand in childcare be known and experienced by the community as we continue to bless those in need.

Our Children & Student Care, Youth Services and school based services are avenues where we immerse, interact, impact, inspire and integrate young lives to communities of His grace. Moreover, we are beefing up our counselling and case work to touch broken lives in need of mending and restoration.

Children's Fest! It is fast becoming known to the community as the most anticipated Children's Day event for their families in Bukit Panjang and Woodlands. We are seeing a growth not just in sheer attendance, but also the depth in the lives of those who were bridged to our mentoring programmes for children, primarily the Steady Readers Programme.

The numbers do not tell the stories fully. Hear the stories first-hand by being volunteers, be in the stories by mentoring lives, giving of your resources. Most of all, help us share the story of The Light of the world by being the salt and the light in the community (Matthew 5:13-16)

We rejoice with the widow's mite and the government's might. For every dollar raised from 1 Dec 2013 to 31 Dec 2014, the government is granting to New Life the other dollar*. Praise God from whom all blessings flow and we thank Him for a generous and compassionate government.

Touching hearts and transforming lives is indeed an impossible task without the saving grace of Jesus. Therefore, we seek God for wisdom and intentionality as we navigate our way to the future. Please pray alongside with us for new labourers, volunteers, and partners who are committed and are called to join New Life in our desire to build roots, and widen our branches of New Life's expanding work.

Join us, most of all, join Him; He who tells us the story of the Good Samaritan. Be the Good Samaritan. We desire to be that healthy living tree that grows and bears fruit for His glory. (Psalms 1:3).

**the first million dollars of matching grant from the government is assured; beyond the first million dollars, it is subject to further instructions and advice from the government.*



The New Life Board 2013



John Lim
Chairman



Barney Lau
Vice-Chairman



Seong Koon Wah Sun
Secretary



Eddie Tan
Treasurer



Cheah Sin Hean
Asst Treasurer



Sim Choon Siong
Member



Johnny Tan
Member



Lawrence Chua
Member



Walter Lee
Ex officio/
Executive Director



George Lee
Member



Sim Teow Hong
Member



Patrick Lim
Member



**Germaine Chng
Hwui San**
Member



Jeremiah Lo
Observer

Board Committees

Strategy & Programmes

John Lim

Barney Lau, Johnny Tan, Patrick Lim, Eddie Tan, Sim Choon Siong, Germaine Chng, Jeremiah Lo (observer), Walter Lee (ex officio/ED)

Human Resource

Sim Choon Siong

John Lim, Barney Lau, Elder Johnny Tan, Cheah Sin Hean, Walter Lee (ex officio/ED), Low Puay Khee (ex officio)

Audit & Governance

Lawrence Chua

Sim Teow Hong, George Lee, Tay Beng Keong (ex officio)

Finance & Investment

Eddie Tan

Cheah Sin Hean, Germaine Chng, Teo Kong Yeow (observer), Tay Beng Keong (ex officio)

Fundraising & Outreach

Patrick Lim

George Lee, Jeremiah Lo (observer), Walter Lee (ex officio/ED), Albert Go (ex officio)

Nominations

Barney Lau

John Lim, Lawrence Chua, Walter Lee (ex officio/ED)

Building

Cheah Sin Hean

George Lee, Walter Lee (ex officio/ED), Benjamin Toon (ex officio)

Project Love

Germaine Chng

Patrick Lim, Sim Choon Siong, Jeremiah Lo (observer), Tan Bee Leng (ex officio)

The New Life Management



Diana Ooi
Director of Services

Walter Lee
Executive Director

Low Phuay Khee
HOD, Human Resources &
Corporate Admin



Albert Christian Go
HOD, Corporate
Communications and
New Media



Benjamin Toon
HOD, Operations &
Administration



**Tay Beng
Keong**
HOD, Finance



Yvonne Lee
HOD, New Life
Childcare



Christopher Han
HOD, New Life Children
& Student Care



Wendy Sim
Acting HOD,
New Life Children

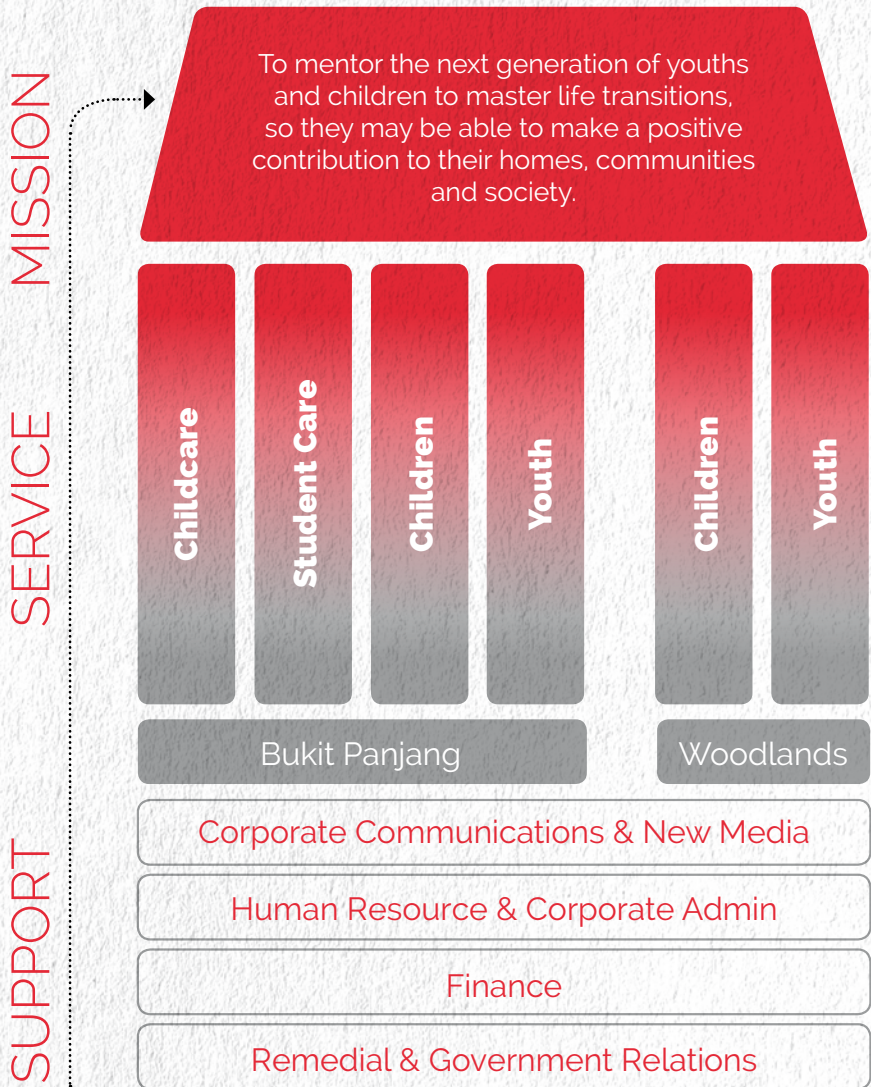


Joel Seah
HOD, New Life
Youth



Tan Bee Leng
HOD, Counselling
& Case Work

Organisational Chart



Highlights of 2013

JANUARY



SPORTS DAY JUNGLE JINGLE

Children of New Life Childcare together with their parents enjoyed a bonding experience through sports and games on 19 January.



YOUTH BADMINTON

New Life Youth started a bi-weekly badminton programme to engage the youths through fun sports, physical fitness and building resilience.

FEBRUARY



STEADY READERS PARENTS' DAY

Parents from Steady Readers Programme learnt from Benefits of Books and Reading workshop on 27 April to help them encourage their children develop the love for reading.



NEW LIFE CHILDCARE GOES TO SENTOSA

Children marvelled at the beauty of nature in an interactive outdoor experience at the Butterfly Park & Insect Kingdom on 28 May.

MARCH



SPARK CONSULTATION

New Life Childcare started consultation for Singapore Pre-School Accreditation Framework (SPARK) accreditation.

APRIL



FIELD TRIP AT KIDS AMAZE

Children from New Life Children & Student Care were treated to a field trip on 18 June to Kidz Amaze at SAFRA Jurong, the country's largest indoor playground. They enjoyed the visually stunning interactive play centre that engaged their sense of direction, motion and coordination.

MAY

JUNE

JULY

DECEMBER



GIRLS PROGRAMME GRADUATION PARTY

First piloted in 2012, the first batch of teenage girls from Ex³ Girls Programme celebrated their graduation. The programme aimed to provide them a safe and engaging platform to develop their identities and share experiences through theme-based activities.



PROTECT YOURSELF, PROTECT YOUR HOME

Children from New Life Children & Student Care learnt about fire safety, dengue and crime prevention through an emergency preparedness workshop on 10 December.

NOVEMBER



EX³ YOUTH YEAR END CAMP

Apart from enjoying the fun games, youths faced challenges of height and were encouraged to take risks in a safe environment at PA Holiday Camp and Forest Adventure on 20-22 November.



NEWLIFE WELCOMES EXECUTIVE DIRECTOR

Walter Lee chairs the Executive Director's office comprising of Diana Ooi, Director of Services and Low Puay Khee, Head of Human Resources and Corporate Admin.

OCTOBER



THE NINJA ACADEMY

128 children who attended Children's Fest revelled in enjoyment by going through station games on 9 November at Woodlands Waterfront. It aimed to build the children's courage, teamwork and determination.



CHILDREN'S FEST: PATH OF THE NINJA

New Life created a joyful noise in the community of Northwest District by celebrating Children's Day attended by over 5,000 children and parents on 6 October. They played through games stalls and challenges that tested their knowledge, skills and character.

SEPTEMBER



IT'S ALL ABOUT CHILDREN

Dressed in their animal costumes, children from New Life Childcare feasted on a circus-themed celebration of Children's Day with parades, fun games and magic shows on 5 October.



YOUTHS BAKE MOONCAKES

Youths from Bukit Panjang celebrated Mid-Autumn Festival on 12 September by baking mooncakes. not only did they learnt the skills, they also enjoyed the spirit of giving by sharing it to their families and friends.

AUGUST



NEW LIFE

CHILDCARE



NEW LIFE

Childcare



New Life Childcare was established in 2001 to provide quality childcare services that serve the needs of both children and their families. We use the integrated thematic approach in our curriculum as prescribed by the Ministry of Social and Family Development (MSF), ensuring to cover the framework of a child's six learning areas – **aesthetic and creative expression, environmental awareness, language and literacy, motor skills development, numeracy and self and social awareness.**

“We believe in partnering with parents in nurturing a child's academic readiness and building character foundation.”

2013 highlights



Maximum enrolment of **97** children and waiting list of **177**

EVENTS & WORKSHOPS



Sports Day to engage the children together with their families



Promoting drinking milk in cooperation with Abbott



Butterfly Park and Insects fieldtrip at Sentosa

moving forward

Expand childcare centre in Woodlands

Continuously improve childcare operation systems

Mentoring children
to become
disciplined
and
confident
individuals





NEW LIFE

Children & Student Care



New Life Children & Student Care is a children's before-and-after-school centre that began in 2011. Our philosophy is to nurture each child in a CARED environment: **C**onnect with others in a fun and meaningful way, **A**dopt a disciplined routine & way of life, **R**est & recreate adequately, **E**ngage in meaningful, creative & healthy activities, **D**ischarge duties responsibly.

2013 highlights



Average enrolment is **63**
and **6** on the waitlist

HOLIDAY PROGRAMMES & WORKSHOPS



Field trip to Hay Dairies
& Fragrance Foodstuff



Field trip to Kidz Amaze
in SAFRA Jurong



Racial Harmony
Celebration



Plant Potting Session
at Bollywood
Veggies Pte Ltd



Pottery Making
Workshop at Thow
Kwang Industry Pte Ltd

- Workshop on emergency preparedness, and dengue and crime prevention
- Create a Poster! Workshop
- Life Skills Training

moving forward

Organise more
parenting
workshops

Conduct English
and Mathematics
enrichment
classes

Organise
frequent visits for
P5-P6 children to
the Youth Hub

To love children
by mentoring them
to become character
champions





NEW LIFE
CHILDREN

NEW LIFE

Children



New Life Children was established in December 2008 to fill the lack of a specialized children's service in Bukit Panjang. New Life Children sees that a child's character will determine the life path in future and seeks to provide mentors to engage and train children in resilience.

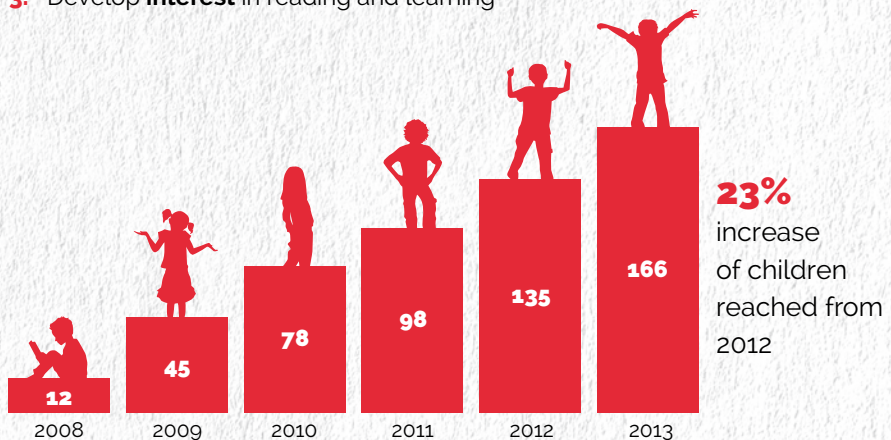
2013 highlights



STEADY READERS PROGRAMME

an intervention programme for children who are not reading at their academic level aiming to:

1. Improve **reading and comprehension** through the learning of phonics
2. Build **confidence** in reading & speech
3. Develop **interest** in reading and learning



OTHER EVENTS



Volunteer Training



Parents' Workshop



T-shirt design and Puppet-Making enrichment classes



"Carnival of the Animals" concert sponsored by Tan Chin Tuan Foundation

COMMUNITY EVENTS

Children's Fest Path of the Ninja



3,422 children played through games stalls and challenges that tested their knowledge, skills and character.

Supported by Mr Vikram Nair, MP for Sembawang GRC (Admiralty) and Mr Liang Eng Hwa, MP for Holland-Bukit Timah GRC (Zhenghua)



Co-organised with Covenant Evangelical Free Church and Admiralty Zone 4 Residents Committee (in Woodlands)

moving forward

Reach 240 children in Steady Readers programme

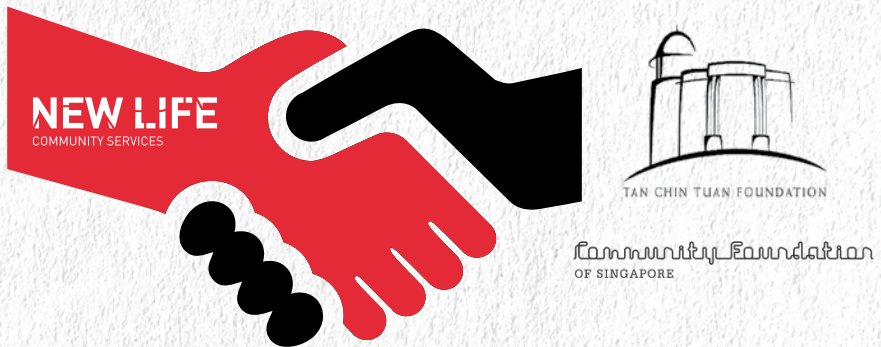
Strengthen collaboration with existing partners

The Ninja Academy



Post Children's Fest continuity event and an outdoor adventure of station games for **124** children

PARTNERSHIPS



Started building collaborations with Tan Chin Tuan Foundation and Community Foundation Singapore

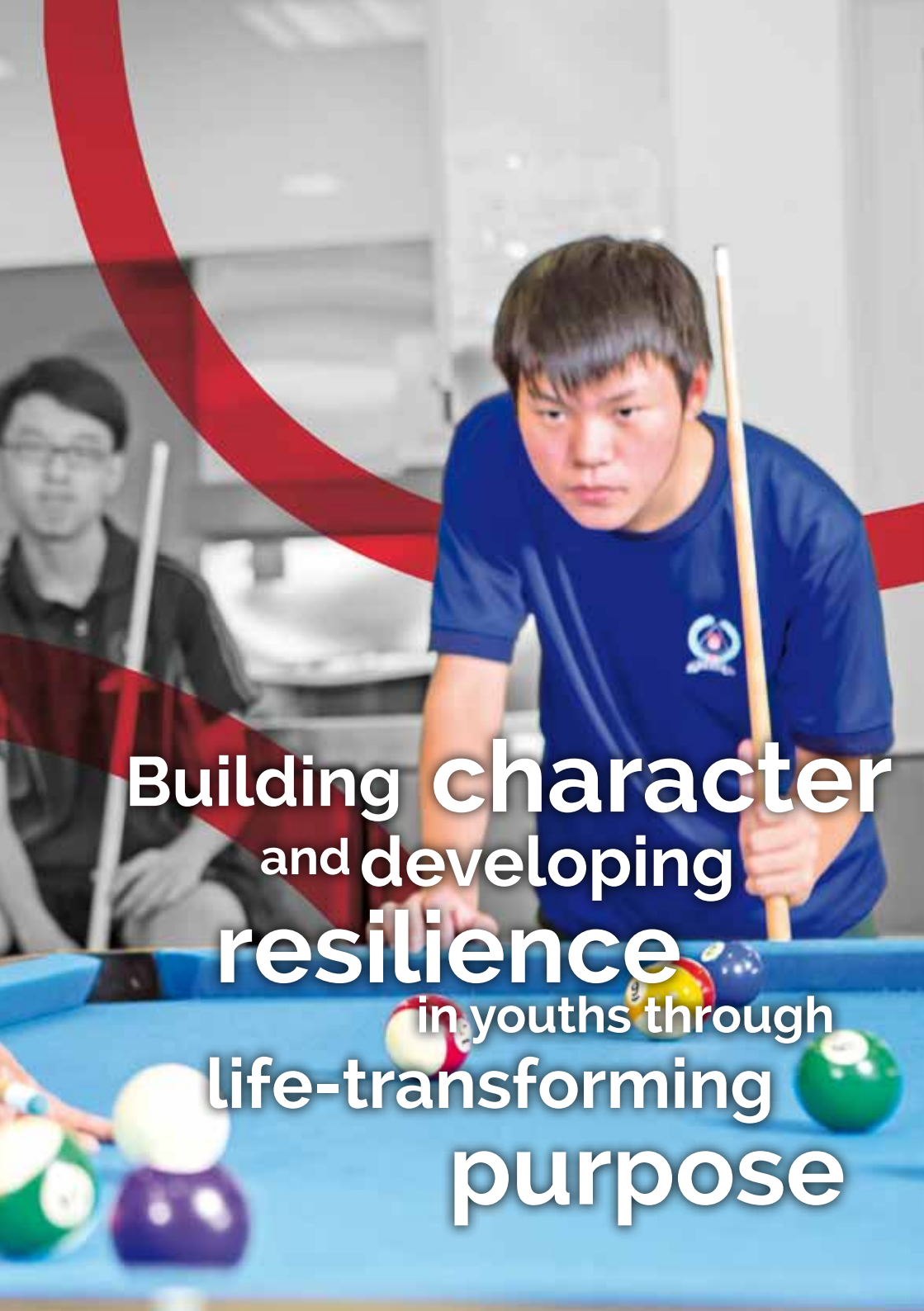
Explore new partnerships with Fei Yue FSC (Champions Way), West Spring Primary School, West View Primary School

Deepen work with needy student and families

NEW LIFE

YOUTH





**Building character
and developing
resilience**
in youths through
**life-transforming
purpose**

NEW LIFE Youth



New Life Youth at Bukit Panjang was established in mid-2003, offering school-based youth work. A hub-based platform was subsequently added with the opening of a youth drop-in centre Fajar Road in 2005. Community-based work such as sports events grew out of the hub and now New Life Youth offers a full range of services.

New Life Youth entered Woodlands in 2009 with school and community-based work. A new Youth Hub was officially opened in 2012.

2013 highlights

YOUTH HUB MEMBERS

Bukit Panjang
211^{23 new}



+

Woodlands
184^{14 new}



=



395^{total}

EVENTS AND PROGRAMMES



Ex³ Boys
Programme



Badminton
Programme



Ex³ Year-End
Camp



Mooncake
Making workshop



Running Man



Excursions to
Sentosa and East
Coast Park



Ukelele
Workshop

moving forward

Reach out and conduct mentoring
programmes to nearby secondary schools

Counselling & Case Work



Providing Professional Help to Individuals, Families and Communities

- YOUth Matters! - a five-session groupwork programme on sexuality was conducted with 9 students of Jurongville Sec School.
- Two parenting workshops were conducted at Bukit Panjang and Woodlands Youth Hub.
- 33 referrals received (14 were assigned to counselling and case work, 6 to ESU (Enhanced School social work To Empower Pupils Utilise their Potentials), 11 to Project Love)

ESU

- involved casework and counselling, family intervention, group work and/or life skills training
- support programme for students at risk of dropping out of school

Schools Reached:



Greenridge Secondary School



Assumption Pathway School



Bukit Panjang Government High School



Jurongville Secondary School



West View Primary School

Project Love

Estimated of **\$140,000** was disbursed to a total of **119 families** to keep children and youths in the education system since 2009.

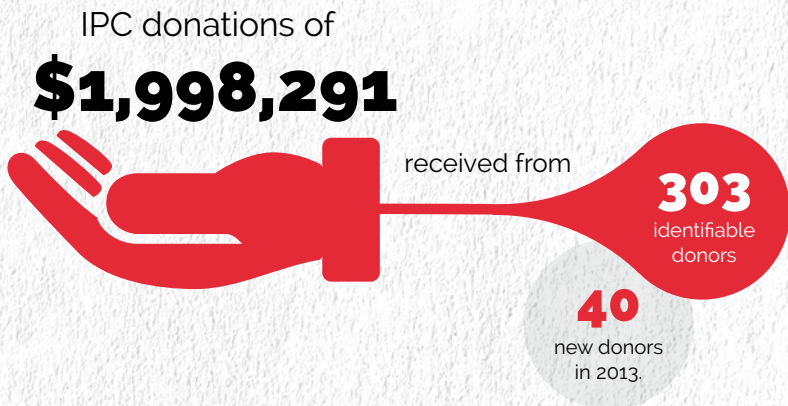


Donors and Volunteers

“Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously. Each of you should give what you have decided in your heart to give: not reluctantly or under compulsion, for God loves a cheerful giver.”

2 Corinthians 9:6-7 (NIV)

donors **received**



Moreover, we are thankful for receiving funding approval from Care & Share Movement that was announced by the Prime Minister of Singapore. All eligible donations raised from 1 December 2013 to 31 December 2014 will be for a dollar to dollar matching grant matching up to \$1 million. This will allow us to go further and deeper to build, strengthen and expand.



volunteers mobilised



Stories of Impact



“Excellent teaching of values, spacious environment, great facilities and playground. My heartfelt thanks to the loving and passionate teachers of New Life Childcare. My daughter Ember is very happy to be here!”

-Serene Lua, mother of Ember Cheong, Kindergarten 1

“New Life Children & Student Care has shown care to my son and he has learnt to be disciplined and respectful to the elderly. Justin used to have a bad temper but he has slowly shown improvements, thanks to New life’s caring mentors.”

-Mr Ho, father of Justin



“Joan is very fortunate to benefit from Steady Readers. She’s now beginning to develop her interest in reading wherein before she’s really having a difficult time reading. This programme really generates a bright hope for the next generation. My heartfelt appreciation to New Life for serving the community”

-Mr Tan Teck Long, guardian of Joan

“The youth hub is more than just a place of fun and cool facilities but also an environment wherein one can feel loved and welcome. We enjoyed other activities like ukulele session, movie watching and even tuition classes. There’s no place like New Life Youth Hub!”

-Brian Tan, youth hub member





“Volunteering is definitely a privilege. It will make you see the wonders of this world. It’s never one-way. Life lessons are learnt, friendships are built and character is developed.”

-**Esther Tan**, volunteer

“Serving in Steady Readers has showed me that young children have much innate potential to learn and grow. There’s so much joy seeing them grow in confidence and reading abilities. Children need people to invest time and encourage them hence I hope that more volunteers will come in to support New Life’s cause.”

-**Karen Tsai**, volunteer



“Thank you New Life for bringing joy to the community in your programmes for the young. Events like Children’s Fest are well received by all races in the community. I find your programmes like Steady Readers have made significant impact to children with reading difficulties. I thank New Life for its strong presence in Zhenghua.”

-**Mr Liang Eng Hwa**, MP for Holland-Bukit Timah GRC (Zhenghua)

“I find New Life to be dedicated to the communities in which they have a presence. They generally have a good collaborative relationship with the local grassroots organisations and assists families with troubles too. I am impressed with New Life’s Steady Readers’ Programme and annual community events Children’s Fest and To The Max which continue to be sought after by the community.”

-**Mr Vikram Nair**, MP for Sembawang GRC (Admiralty)



Thank you for partnering with us in 2013.
Like us on Facebook
www.facebook.com/newlifegs

Financial Statement

FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2013

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BAKER TILLY
TFW

Baker Tilly TFW LLP
Certified Public Accountants

An independent member of Baker Tilly International

Statement by Board Members

On behalf of the Board, we, John Lim Cheng Siew and Eddie Tan Cheng Soo, being the Board members of New Life Community Services (the "Society") respectively, do hereby state that in our opinion, the financial statements of the Society as set out on pages 4 to 16 are properly drawn up in accordance with the Societies Act, Charities Act and Singapore Financial Reporting Standards so as to presently fairly, in all material respects, the state of affairs of the Society as at 31 December 2013 and of its results, changes in funds and cash flows for the financial year then ended.

On behalf of the Board



John Lim Cheng Siew

Chairman



Eddie Tan Cheng Soo

Treasurer

5 April 2014

Independent Auditor's Report

TO THE MEMBERS OF NEW LIFE COMMUNITY SERVICES

(Registered in Singapore under the Societies Act)

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of New Life Community Services (the "Society") as set out on pages 4 to 16, which comprise the balance sheet as at 31 December 2013, the statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Board's Responsibility for the Financial Statements

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

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 about 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 the Board, as well as evaluating the overall presentation of the financial statements.

NEW LIFE COMMUNITY SERVICES

(Registered in Singapore under the Societies Act)

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, the financial statements of the Society are properly drawn up in accordance with the Societies Act, Charities Act and Singapore Financial Reporting Standards so as to present fairly, in all material respects, the state of affairs of the Society as at 31 December 2013, and the results, changes in funds and cash flows of the Society for the financial year ended on that date.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

In our opinion, 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 those regulations.

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

- (a) the use of the donation moneys was not in accordance with the objectives of the Society as required under regulation 16 of the Charities (Institutions of a Public Character) Regulations; and
- (b) the Society has not complied with the requirements of regulation 15 (Fund-raising expenses) of the Charities (Institutions of a Public Character) Regulations.



Baker Tilly TFW LLP

Public Accountants and
Certified Public Accountants
Singapore

5 April 2014

Statement of Comprehensive Income

For the financial year ended 31 December 2013

Income	Note	2013	2012
		\$	\$
School and student care fees		1,015,123	987,928
Interest income		37,708	28,932
Donations	3 & 12a	2,086,421	2,036,810
Donation-in-kind	12a	122,400	122,400
Amortisation of deferred capital grant		67,844	71,282
Other programme income		88,933	102,164
Grant from National Council of Social Service (NCSS)		13,655	55,769
Gain on disposal of property, plant and equipment		–	348
Others		33,457	16,665
		3,465,541	3,422,298
Less expenses			
Auditors' remuneration		5,700	5,000
Depreciation	5	285,518	251,293
GST expenses		74,066	–
Maintenance of land and building		72,057	46,049
Other expenses		151,940	207,066
Programme expenses		385,967	305,547
Rental of equipment		11,855	17,353
Rental of premises	12a	118,695	118,159
Staff costs	4 & 12b	1,693,586	1,584,775
Utilities	12a	49,524	48,904
		2,848,908	2,584,146
Surplus for the year transferred to general fund		616,633	838,152
Net movement from restricted fund		15,000	–
Surplus and total comprehensive income for the year		631,633	838,152

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

NEW LIFE COMMUNITY SERVICES

(Registered in Singapore under the Societies Act)

Balance Sheet

At 31 December 2013

	Note	2013 \$	2012 \$
Non-current asset			
Property, plant and equipment	5	654,304	911,298
Current assets			
Sundry receivables	6	20,096	22,122
Fixed deposits	7	6,398,378	4,769,920
Bank and cash balances		1,234,043	1,975,059
		7,652,517	6,767,101
Total assets		8,306,821	7,678,399
Non-current liability			
Deferred capital grant	8	30,226	93,824
Current liabilities			
Deferred capital grant	8	65,661	69,907
Sundry payables	9	245,506	180,873
		311,167	250,780
Total liabilities		341,393	344,604
Net assets		7,965,428	7,333,795
Funds			
General fund		7,950,428	7,333,795
Restricted fund	10	15,000	–
		7,965,428	7,333,795

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

Statement of Changes in Funds

For the financial year ended 31 December 2013

	General fund \$	Restricted fund \$	Total \$
Balance at 1 January 2012	6,495,643	–	6,495,643
Surplus and total comprehensive income for the year	838,152	–	838,152
Balance at 31 December 2012	7,333,795	–	7,333,795
Surplus and total comprehensive income for the year	616,633	15,000	631,633
Balance at 31 December 2013	7,950,428	15,000	7,965,428

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

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Statement of Cash Flows

For the financial year ended 31 December 2013

	2013	2012
	\$	\$
Cash flows from operating activities		
Surplus for the year	616,633	838,152
Adjustments for:		
Amortisation of capital grants	(67,844)	(71,282)
Depreciation	285,518	251,293
Gain on disposal of property, plant and equipment	–	(348)
Interest income	(37,708)	(28,932)
Operating cash flows before movements in working capital	<u>796,599</u>	<u>988,883</u>
Receivables	2,026	106,790
Payables	<u>58,680</u>	<u>4,242</u>
Net cash from operators	857,305	1,099,915
Net receipt from:		
Restricted fund	15,000	–
Net cash from operating activities	872,305	1,099,915
Cash flows from investing activities		
Purchase of property, plant and equipment	(28,524)	(581,300)
Proceeds from capital grants	–	6,899
Interest received	<u>43,661</u>	<u>28,932</u>
Net cash from/(used in) investing activities	15,137	(545,469)
Net increase in cash and cash equivalents	887,442	554,446
Cash and cash equivalents at beginning of the year	6,744,979	6,190,533
Cash and cash equivalents at end of the year	7,632,421	6,744,979
Cash and cash equivalents comprise:		
Bank and cash balances	1,234,043	1,975,059
Fixed deposits	<u>6,398,378</u>	<u>4,769,920</u>
	7,632,421	6,744,979

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

Notes to the Financial Statements

For the financial year ended 31 December 2013

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

1. General information

The principal activities of the Society are to assist and organise family development activities, to operate a childcare, a student care and to run enrichment programs for youth. The Society'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 Society's functional currency, have been prepared in accordance with Singapore Financial Reporting Standards ("FRS"), Charities Act and Societies Act. 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 judgment in applying the Society'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 judgment or complexity.

The carrying amounts of fixed deposits and bank and cash balances, sundry receivables and payables and provisions approximate their respective fair values due to the relatively short-term maturity of these financial instruments.

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

New standards, amendments to standards and interpretations that have been issued at the balance sheet date but are not yet effective for the financial year ended 31

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December 2013 have not been applied in preparing these financial statements. None of these are expected to have a significant effect on the financial statements of the Society.

b) Income recognition

Income is recognised on the following basis:

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

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 useful 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%

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

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

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

d) Impairment of non-financial assets

At each balance sheet date, the Society 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 Society 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 as an expenditure.

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 income or expenditure.

e) Cash and cash equivalents

For the purposes of the statement of cash flows, cash and cash equivalents comprise cash on hand, bank balances and deposits which are subject to an insignificant risk of change in value and bank balances.

f) Income Tax

The Society 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

Classification

The Society classifies its financial assets according to the purpose for which the assets were acquired. Management determines the classification of its financial assets at initial recognition and re-evaluates this designation at every reporting date. The Society's only financial assets are loans and receivables.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except those maturing later than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are classified within "sundry receivables (excluding prepayments)", "fixed deposits" and "bank and cash balances" on the balance sheet.

Recognition and derecognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which the Society commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Society has transferred substantially all risks and rewards of ownership.

On disposal of a financial asset, the difference between the net sale proceeds and its carrying amount is recognised in the income or expenditure.

Initial measurement

Loans and receivables are initially recognised at fair value plus transaction costs.

Subsequent measurement

Loans and receivables are carried at amortised cost using the effective interest method.

Impairment

The Society assesses at each balance sheet date whether there is objective evidence that a financial asset or a group of financial assets is impaired.

Loans and receivables

An allowance for impairment of loans and receivables, including other receivables, is recognised when there is objective evidence that the Society will not be able to collect all amounts due according to the original terms of the receivables.

Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments are considered indicators that the receivable is impaired. The amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate.

h) Financial liabilities

Financial liabilities include sundry payables (excluding school fees received in advance and staff's unconsumed leave). Financial liabilities are recognised on the balance sheet when, and only when, the Society 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.

i) Provisions

Provisions are recognised when the Society 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 Society 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.

j) Government grants

Government grants are recognised at their fair values where there is reasonable assurance that the subsidy will be received and all terms and conditions relating to the subsidy have been complied with. Where the subsidy relates to an expense item, it is recognised in the income statement over the periods necessary to match them on a systematic basis to the costs that it is intended to compensate. Where the subsidy relates to an asset, the fair value is recognised as deferred capital grant on the balance sheet date and is amortised to the income and expenditure over the expected useful life of the relevant asset by equal annual instalments.

k) Employee benefits

Defined contribution plans

Defined contribution plans are post-employment benefit plans under which the Society pays fixed contributions into separate entities such as the Central Provident Fund, and will have no legal or constructive obligation to pay further contributions if any of the funds do not hold sufficient assets to pay all employee benefits relating to employee service in current or preceding year. Contributions to national pension schemes are recognised as an expense in the period in which the related service is performed.

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.

3. Donations

Included in the donations are tax-deductible donations received of \$1,969,948 (2012: \$1,772,230).

4. Staff costs

	2013	2012
	\$	\$
Salaries and bonus	1,428,051	1,306,243
Contributions to CPF	178,874	163,166
Other staff benefits	86,661	115,366
	1,693,586	1,584,775

5. Property, plant and equipment

	Furniture & fittings	Kitchen equipment	Playgroup equipment	Computer	Office equipment	Renovation	Work-in-progress	Total
	\$	\$	\$	\$	\$	\$	\$	\$
2012 Cost								
Balance at 1.1.13	331,852	2,767	26,665	136,773	59,320	1,211,296	–	1,768,673
Additions	–	–	–	7,926	840	19,758	–	28,524
Balance at 31.12.13	331,852	2,767	26,665	144,699	60,160	1,231,054	–	1,797,197
Accumulated Depreciation								
Balance at 1.1.13	299,677	1,817	15,694	116,500	39,090	384,597	–	857,375
Depreciation charge	10,745	253	5,055	14,725	8,781	245,959	–	285,518
Balance at 31.12.13	310,422	2,070	20,749	131,225	47,871	630,556	–	1,142,893
Net carrying value								
At 31.12.13	21,430	697	5,916	13,474	12,289	600,498	–	654,304

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	Furniture & fittings	Kitchen equipment	Playgroup equipment	Computer	Office equipment	Renovation	Work-in-progress	Total
	\$	\$	\$	\$	\$	\$	\$	\$
2012 Cost								
Balance at 1.1.12	322,157	2,767	26,665	123,502	49,976	633,072	43,681	1,201,820
Additions	9,695	–	–	13,271	19,399	539,283	–	581,648
Write-off	–	–	–	–	(14,795)	–	–	(14,795)
Adjustment	–	–	–	–	4,740	38,941	(43,681)	–
Balance at 31.12.12	331,852	2,767	26,665	136,773	59,320	1,211,296	–	1,768,673
Accumulated Depreciation								
Balance at 1.1.12	289,413	1,565	10,639	94,922	48,301	176,037	–	620,877
Depreciation charge	10,264	252	5,055	21,578	5,584	208,560	–	251,293
Write-off	–	–	–	–	(14,795)	–	–	(14,795)
Balance at 31.12.12	299,677	1,817	15,694	116,500	39,090	384,597	–	857,375
Net carrying value								
At 31.12.12	32,175	950	10,971	20,273	20,230	826,699	–	911,298

6. Sundry receivables

	2013	2012
	\$	\$
Sundry receivables	10,142	14,102
Prepayments	–	240
Deposits	9,954	7,780
	20,096	22,122

7. Fixed deposits

The fixed deposits are placed with the banks and mature varying from three to twelve (2011: one to eleven) months from the balance sheet date. The average interest rate of these deposits was 0.08% to 0.90% (2011: 0.08% to 0.90%) per annum.

8. Deferred capital grants

The fixed deposits are placed with the banks and mature varying from three to twelve (2011: one to eleven) months from the balance sheet date. The average interest rate of these deposits was 0.08% to 0.90% (2011: 0.08% to 0.90%) per annum.

	2012	2011
	\$	\$
Cost		
Balance at 1 January	340,568	333,669
Received during the financial year	–	6,899
Balance at 31 December	340,568	340,568
Accumulated amortisation		
Balance at 1 January	176,837	105,555
Amortisation during the year	67,844	71,282
Balance at 31 December	244,681	176,837
Carrying amount		
Non-current	30,226	93,824
Current	65,661	69,907
	95,887	163,731

Deferred capital grants relate to:

- (a) grants received for the renovation works of child care centre located at 10, Jelapang Road, Singapore 677740 and children and student care centre located at 507 Jelapang Road, Singapore 670507 with useful life of 5 years. The grants received are amortised over the useful life of the property, plant and equipment of 5 years; and
- (b) Deferred VCF ICT Core Components grant received for the purchase of computers. The grant received is amortised over the useful life of the computers of 3 years.

9. Sundry payables

	2013	2012
	\$	\$
Deposits received	87,639	75,490
School fees received in advance	8,764	7,264
Accrued operating expenses	143,150	98,119
Interest received in advance	5,953	–
	245,506	180,873

10. Restricted fund

	2013	2012
	\$	\$
Steady Readers' Fund At 1 January	–	–
Receipts and net movement for the year	15,000	–
At 31 December	15,000	–

The Steady Readers' Fund was set up to help the children who are not reading at their academic age to improve.

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11. Commitments

Commitments in relation to non-cancellable operating leases contracted for rental of equipment but not recognised as liabilities, are payable as follows:

<i>Lease commitments</i>	2013	2012
	\$	\$
Not later than one financial year	11,112	11,112
Later than one financial year but not later than five financial years	32,206	43,318
	43,318	54,430

12. Related party disclosures

a) Related parties

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

Rental and Utilities

The Society used the premises of Covenant Evangelical Free Church for its day-to-day operations. The Society was charged \$102,000 (2012: \$102,000) for rental and \$20,400 (2012: \$20,400) 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 Society received from Covenant Evangelical Free Church a donation-in-kind of \$122,400 (2012: \$122,400), 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 Society received a cash grant of \$100,000 (2012: \$260,000) from Covenant Evangelical Free Church, in support of the Society's work and this is recorded as donation.

b) Compensation of Key Management Personnel

Included in the expenditure on staff costs is compensation paid to key management personnel as follows:

	2013	2012
	\$	\$
Remuneration paid to key management staff 8 persons (2012: 7 persons)		
- Salaries and bonuses	307,228	297,359
- Contributions to CPF	37,451	41,226

Board members did not receive any remuneration for their services.

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

13. Financial instruments

a) Categories of financial instruments

The financial instruments as at the balance sheet date are:

	2012	2011
	\$	\$
<i>Financial assets</i>		
Loans and receivables (including bank and cash balances)	7,652,517	6,766,861
<i>Financial liabilities</i>		
At amortised costs	207,203	162,657

b) Financial risk management

The Society's activities expose it to minimal financial risks and overall risk management is determined and carried out by the Board.

Foreign exchange risk

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

Credit risk

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

The Society'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 Society's exposure to the risk of changes in interest rates arises mainly from the bank balances and fixed deposits placed with financial institutions. For interest income from the fixed deposits, the Society managed the interest rate risks by placing fixed deposits with reputable financial institutions on varying maturities and interest rate terms. The sensitivity analysis for changes in interest rate is not disclosed as the effect on the statement of comprehensive income is not significant.

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 instruments

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

14. Fund management

The Society's objectives when managing its funds are to safeguard and to maintain adequate working capital to continue as going concern and to develop its principal activities over the longer term through the fees received from students and significant support in various form of government funding, subsidy and donations. The overall fund management objectives remain unchanged since the last financial year.

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15. Comparative figures

Certain comparative figures have been reclassified to conform with current year's presentation.

	As previously reported	Reclassified	As classified
	\$	\$	\$
<i>Statement of comprehensive income for the financial year ended 31 December 2012</i>			
Programme income	38,025	64,139	102,164
Others	80,804	(64,139)	16,665

16. Authorisation of financial statements

The financial statements of the Society for the financial year ended 31 December 2013 were authorised for issue by the Board on 5 April 2014.

Additional Information

CONFLICT OF INTEREST 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 <http://www.newlife.org.sg/articles/84/COI-Policy.pdf>

CODE OF GOVERNANCE FOR CHARITIES AND IPCS

The New Life Board is of the view that, to the best of its knowledge, New Life is in general compliance with the Code of Governance for Charities & Institutions of a Public Character (IPCs) issued by the Charity Council.

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 2012 represents 2.91 times of total operating expenditure (2010: 2.82 times).

Notes

Corporate Data

NEW LIFE COMMUNITY SERVICES

Registered Address

10 Jelapang Road
Singapore 677740

Contact Information

Tel: 6892 7191
Fax: 6892 7181
Email: email@newlife.org.sg
Website: 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 Full Member

of the National Council of Social
Service since
16 Sep 2002

a Registered Charity

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

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**

Auditor

Baker Tilly TFW LLP

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

Audit Partner

Mr Khor Boon Hong

Our vision

Love the Community
for Christ.

Our mission

To demonstrate God's love by
empowering people to master life's
transitions.

Our purpose

New Life Community Services is the social service arm of Covenant Evangelical Free Church (CEFC). We aim to **Mobilise the Church** to **Make the Difference** by **Mentoring the Lives** of the young and **Meeting the Needs** in the community. As a not-for-profit voluntary welfare organisation, we fulfil our purpose by complementing fellow service providers, working hand in hand with community leaders, institutions and residents to serve the community regardless of race and religion, and with no strings attached.

Our core values

- People Centred
- Purpose Focused
- Passion Driven
- Personal Excellence Modelled
- Prudence Guided

