

**ANNUAL REPORT**  
**ETONHOUSE COMMUNITY FUND LIMITED (“The Charity”)**  
**Annual Report for Year Ended 31 December 2018**

The Charity was set up on 6 May 2013 as a company limited by guarantee. It was registered under the Charities Act on 24 April 2015, and was awarded the Institutions of a Public Character (“IPC”) status on 14 July 2018.

**Unique Entity Number (UEN):** 201312095N

**Registered Address:** 178 Clemenceau Avenue #06-00 Haw Par Glass Tower Singapore 239926

**Governing Board Members/Management Committee:**

<b>Name</b>	<b>Designation</b>	<b>Date of Appointment</b>
Oh Choo Ai @ Oh Gim Choo @ Mrs Ng Gim Choo	Director	06 May 2013
Oh Chin Hai	Director	06 May 2013
Phua Hua Seng	Director	06 May 2013
Lee Teck Leng Robson	Director	01 October 2014
Tan Cher Liang	Director	01 October 2014

Banker: Bank of East Asia

Auditor: Crowe Horwath First Trust LLP

**OBJECTIVE**

The objects of the Charity are as follows:

- (a) To advance the cause of education, whether general, professional or technical by providing scholarships, grants, aids and financial assistance to all and in particular the poor, needy and underprivileged.
- (b) To improve the accessibility of affordable, high quality early childhood education and to contribute to enhancing the standards of pre-school curriculum, pedagogy and the teaching profession.
- (c) To advance causes contributing to the learning and holistic development of children and youths, recognising and enhancing their abilities, promoting respect and empowerment, providing multi-lingual and multi-cultural exposures for the young and preparing them for the challenges of global citizenship.
- (d) To promote and foster community spirit, participation and development.
- (e) To aid, assist and give relief in any manner and to any extent to any charitable institution whose object or objects are similar to or comparable with the objects of the Community Fund.

## BOARD MEETINGS

The board of directors have met 3 times during the financial year ending 2018, as shown in the table below.

S/n	Month	Location
1	April	178 Clemenceau Ave, #01-06, Haw Par Glass Tower S(239926)
2	July	178 Clemenceau Ave, #01-06, Haw Par Glass Tower S(239926)
3	November	178 Clemenceau Ave, #01-06, Haw Par Glass Tower S(239926)

At least 3 directors will be presented during each of the board meetings, which is the quorum necessary for the transaction of the business of the directors.

## EMPLOYEES

Since obtaining IPC status in July 2018, the charity has hired a full time employee on the 1<sup>st</sup> of October 2018, focusing on spearheading the charity efforts. A synopsis of the employee's job scope is listed below:-

1. Responsible for achieving fundraising objectives and enhancing engagement between stakeholders;
2. Develop strategy for The Charity in alignment with its vision and mission;
3. Ideate, develop and organise fundraising activities reinforcing The Charity's mission and vision;
4. Recruit, deploy, organise training and maintain positive relationships with volunteers to ensure project success;
5. Maintain budgets for all events and activities

None of the paid staff of the charity receives more than \$100,000 each in annual remuneration. In addition, none of the paid staff of the charity is a close member of the family, belonging to the Executive Head or a governing board member of the charity, and has received remuneration exceeding \$50,000 during the financial year.

## POLICIES

### **Bank Account Operating Mandate**

For the year ending 2018, the Charity's operating signing mandate is shown below:

Groups	Signatories
A	Tan Cher Liang
	Lee Teck Leng Robson
B	Oh Choo Ai@ Oh Gim Choo Mrs Ng Gim Choo
	Bipasha Chanda Minocha
	Ang Poh Seng

### **Reserves**

The Charity maintains 3 years operating funding needs as reserves.

### **Funding Sources**

The Charity is financially supported by the following forms of donation:-

1. CSR donations From E-Bridge Pre-School Pte Ltd; and
2. Fund raising activities held by EtonHouse campuses.

Funds raised through donation drives are designated and kept aside for social initiatives in line with the Charity's objects.

### **Memberships**

The Charity is open to the public for participation in its charitable activities.

### **Conflict of Interest policy ("COI")**

Please refer to the charity's COI policy under Appendix A below:-

## Review for the year ending 2018

The Charity's activities for the year are described below:-

- 1) **Box of Joy:** The EtonHouse families are involved in the 'Box of Joy' donation drive during Christmas that connects with various charities in Singapore and benefits more than 1,200 children between 0- 15 years old. During the 2018 'Box of Joy' initiative, The Charity raised more than 1,000 boxes that benefited over 11 charities such as the Singapore Children's Society, New Hope Community Services, ECDA Home Visitation Programme, Hendersen CC WELL centre etc. Besides the collection and distributions of the gifts. The charity has included parents and children volunteers from EtonHouse campuses to help out, by manning the booth at beneficiaries' events and to be Santa Claus.
- 2) **Early Childhood Development Agency's KIDStart Programme:** The Charity pledged S\$150,000 towards the Early Childhood Development Agency's KIDStart Programme, to be utilized for the provision of learning resources within community spaces ECDA is setting up for the programme. This is a programme targeting support and education for parents from low-income families through engagement and formal skills-transfer sessions. Till date, 8 sites have been setup with more than \$78,000 spent, with more than 295 children benefitting from the play groups
- 3) **Punggol North CCC CDWF Management Committee:** The Charity has pledged \$100,000 to the Punggol North CCC CDWF Management Committee. This scheme seeks to provide Baby Bonus Account contributions to children from low-income families.
- 4) **Bishan North Community Development:** The Charity has pledged \$100,000 to the Bishan North Community Development. This scheme seeks to provide Baby Bonus Account contributions to children from low-income families.
- 5) **Bursary:** The Bursary scheme is committed to assisting eligible students and supporting families through school fees, uniforms and school bags. The charity has committed \$50,000 in ensuring that families are supported holistically with regards to expenses related to their children's education.
- 6) **Mindfulness Programme:** Studies have shown that mindfulness-based movement programmes can help decrease stress, depression and help one better cope with difficult situations. We aim to empower the youth and children-at- risk residing in the Homes to use movement as a vehicle for self- expression and behavioral change in an affirming and non- judgmental environment.
- 7) **Play Library:** Play is important in promoting healthy child development and maintaining strong connections between parents and children. The desired objectives of the Play Library are to:
  - Share the significance of play-based learning experiences
  - Strengthen literacy skills through meaningful play-based experiences
  - Encourage opportunities for quality bonding between parent and child
  - Reach out and serve families/children at-risk

## **Review for the year ending 2018 (continued)**

The Charity's activities for the year are described below: -

- 8) Creative Languages:** All children should have access to a holistic programme that supports all domains of development. The Creative Languages programme nurtures the 100 Languages of Children - a philosophy that aligns with the infinite ways of self-expression that children have. The list of programmes which range from creative writing to music and arts aims to develop children holistically and give them opportunities to discover their talents.

### **Activities**

In addition the above mentioned activities, The Charity has several fund raising events held throughout the year in various EtonHouse's campuses. The purposes of the fund raising events are to create situational awareness, as well as to raise funds for the charity.

### **Calendar of Events**

1. January to December: Fundraising events held at various Etonhouse's campuses;
2. January to December: Early Childhood Development Agency's KIDStart Programme;
3. January to December: Bursary programme;
4. January to December: Mindfulness Programme;
5. January to December: Play Library;
6. January to December: Creative Languages; and
7. December: Box of Joy

## **REVIEW OF FINANCIAL STATE AND EXPLANATION OF MAJOR FINANCIAL TRANSACTIONS**

The Charity has an operating surplus of S\$283,070 (2017: S\$291,626) for the year made up of proceeds from donation, administrative and compliance expenses. The operating surplus was transferred to the unrestricted funds.

During the year, the Charity has spent S\$27,469 (2017: S\$50,427) worth of donations to various charitable organisations, as well as to programs designed to advance the cause of education for children who are under privileged. A brief breakdown is listed below:-

<b>S/n</b>	<b>Organisation</b>	<b>Amount (\$)</b>
1	KidStart Programme from ECDA	10,914
2	Bursary	4,704
3	Mindfulness movement	1,200
4	Play Library	5,549
5	Creative Languages	5,102
	<b>Total</b>	<b>27,469</b>

As of 31 December, the Charity holds cash of S\$675,630, most of which are placed in fixed deposits with Bank Of East Asia Limited.

**REVIEW AND CHANGES IN THE POLICY**

Not applicable.

**EXPLANATION OF THE PURPOSES FOR WHICH THE CHARITY'S ASSETS ARE HELD**

The only assets of the Charity are cash balances placed with the Bank of East Asia Limited.

**FUTURE PLANS AND COMMITMENTS**

The Charity is committed to empowering young children through education, and that every child, regardless of his or her background should have access to good quality education.

In the future, The Charity plans to introduce a range of sustainable and meaningful projects and disbursement schemes that will reach out to young children and support their families to provide them with an excellent foundation in the early years. The emphasis of the support will be to help children who are vulnerable but who are not eligible to access the existing grants due to a variety of reasons.

## ETONHOUSE COMMUNITY FUNDS LIMITED

### CONFLICT OF INTEREST POLICY

#### 1. Purpose

- 1.1. As members of the Charity, we have an obligation to act in the best interest of the Charity. Hence, we need to avoid situations where there may be real, potential or perceived conflicts of interest, which may arise where a member's personal or family interest conflicts with those of the Charity.
- 1.2. Such conflicts may create problems that may result in the following:
  - a. Cause damage to the Charity's reputation which may lead to its inability to sustain operations;
  - b. Influence the members' judgment and compromise objectivity when conducting the Charity's affairs;
  - c. Restrict free discussion, thus resulting in decisions or actions that are not in the interests of the Charity; and
  - d. Risk the impression that the Charity has acted improperly.
- 1.3. This Policy aims to protect both the Charity and its members from any appearance of impropriety.

#### 2. Definitions

- 2.1. "Charity" refers to the charity named as the issuer of this document.
- 2.2. "Member" refers to a board member or management member or staff member or volunteer member of the charity.
- 2.3. "Policy" refers to the Conflict of Interest Policy.
- 2.4. "Interest" means any commitment, investment, relationship, obligation, or involvement, financial or otherwise that may influence a person's judgement. This would include:
  - a. Direct interest – ownership in the name of the member/staff;
  - b. Indirect interest – ownership beneficially held through another investment, estate, trust or other intermediary;
  - c. Vested interest – personal stake or involvement, which may or may not include an expectation of financial gain; and
  - d. Deemed interest – a member/staff is deemed to have an interest which his/her spouse/domestic partner holds an interest

- 2.5. A conflict of interest arises when the personal interests of the member/staff may potentially interfere with the performance of his/her duties in the charity. When actual, potential or perceived conflict of interest arises, the integrity, fairness and accountability of the person may be affected, which could impede the best interest of the charity.

### 3. Declaration of Interests

- 3.1. Given the stated purpose of this Policy, we are asking:
  - a. board and management members to declare their interests, and any gifts or hospitality received in connection with their role in the Charity; and
  - b. Staff and volunteer members to declare when the transaction to be effected may result in a conflict of interest.
- 3.2. A declaration of interests form is provided for this purpose. The types of interest to be declared will include, but not limited to the following :
  - a. Members who have friends or other personal or business relationships must carefully consider whether those relationships create conflicts of interest with their entrusted role in the Charity. Examples include:
    - i. hiring a relative or friend as an employee or vendor,
    - ii. buying or selling goods or services from / to a family business for which others might compete,
    - iii. having a personal relationship where there is an immediate reporting relationship,
    - iv. volunteering and/or having memberships in any other charities, or
    - v. Receiving goods/services as beneficiaries.
  - b. Members must disclose any outside activities, financial interest or relationship that may pose a real, potential or perceived conflict of interest. Disclosures are to be made to the Board/senior management/supervisors and head of the Human Resources Department, with the required approval obtained before accepting any position as an officer or director of an outside business.
- 3.3. To be effective, the declaration of interests needs to be updated in written form at least annually and also when any changes occur.
- 3.4. In situations where members are not sure what to declare, or whether/when your declaration needs to be updated, they are strongly encouraged to err on the side of caution or seek advice from the Board/ senior management/supervisors.
- 3.5. All disclosure of interest made by members and decisions made by the Board/senior management of the charity on such matters must be recorded, updated and filed with the head of the Human Resources Department (or his designee).
- 3.6. A register of interests shall also be used to record all gifts of a value over S\$100 received by members [optional].

**4. Operating Procedures**

- 4.1. If the Board needs to make a decision on an issue where the Board member(s) has/have an interest, it is the responsibility of the Board member(s) to:
  - a. Identify the potential conflict of interest;
  - b. Not participate in discussion of the program or motion being considered; and
  - c. Not vote on the issue.
  
- 4.2. If the Board needs to make a decision on an issue where the Board member(s) has/have an interest, it is the responsibility of the Board to ensure that:
  - a. All decisions are made by vote, with a two-thirds majority required based on the presence of a quorum; and
  - b. Interested board members must not vote on matters affecting their own interests.
  
- 4.3. It is the responsibility of the Board to:
  - a. Only decide to hire or contract with any vendor if they are the best qualified individuals available, and willing to provide the goods or services needed at the best price. The Board's decision shall not be influenced in any way by the fact that a Board member has an interest in the contract.
  - b. Record in the minutes of the Board Meeting the potential conflict of interest, and the use of the procedures and criteria of this policy.
  
- 4.4. It is the sole responsibility of any member of the Charity to report any possible real, potential or perceived conflict of interest. If it is an oversight of the Charity, the member shall promptly inform the Charity that he has been put in such a position of conflict of interest.
  
- 4.5. No member of the Charity shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Charity. Each individual shall disclose to the Charity any personal interest which he or she may have in any matter pending before the organisation and shall refrain from participation in any decision on such matter.
  
- 4.6. Any member of the Charity or of a client organisation or vendor of the Charity shall identify his or her affiliation with such agency or agencies; further, he shall not participate in the decision affecting that agency.
  
- 4.7. Any member of the Charity or its Consultants / Business Partners shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.
  
- 4.8. Any member who is also a user of the Charity's services, or the carer of someone who uses the charity's services shall not be involved in decisions that directly affect the service received by the person he / she cares for. He / She shall declare his / her interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if the conflict concerns any other reason(s).

4.9 A member of the Charity may, however, participate in discussions from which he / she may indirectly benefit, for example where the benefits are universal to all users.

4.10 The Board of the charity shall have the right to suspend any involvement of any member/staff when it has come to their attention that a potential actual or perceived conflict has arose, but has not been voluntarily disclosed by the relevant member.

**5. Violations**

5.1 Any violation will result in discipline, up to and including termination from employment or removal from the board, or expulsion from being a volunteer member of the charity.