

# **Adventist Home for the Elders**

## **Annual Report for Year Ended 31 December 2023**

### **Organisational Details:**

Adventist Home for the Elders was set up on 21 August 1981. It was registered under the Charities Act since 28 July 1986.

Charity Registration Number	:	0358
ROS Registration Number	:	ROS139-80-WEL
Unique Entity Number (UEN)	:	S80SS0046B
Registered Address	:	Blk.195 Kim Keat Avenue #01-294,310-314 Singapore 310195

We are licensed by the Ministry of Family & Social Development to operate a 38-bed sheltered home for elderly and aged destitute. We became the first sheltered home to install an Automated External Defibrillator (AED) in March 2009, at the common property of Block 195, Kim Keat Avenue, as well as at the corridors of our 3 Adventist Active Centres. We previously deployed one AED at Kim Keat Palm and was removed after 10 years with increasing AEDs deployed at HDB estates by government agencies.

In 2012, we developed 2 Android games for the elderly in collaboration with Nanyang Polytechnic.

In addition, since 2015, we also operate 3 Senior Activity Centres (Studio Apartments) at Golden Peony (operational in March 2015), Golden Clover (in November 2015) and Kallang Trivista (in October 2016). With these 3 Centres, which are regulated by the Ministry of Health, we serve 477 HDB Studio Apartments as well as elderly from the vicinity.

Our Institution of Public Character (IPC) status under the Charities Act (Cap.37) was renewed till 28 February 2025.

### **Objective:**

The objective of the Home is to serve the Home residents with kindness and compassion. Our vision is, by the grace of God, to aspire to be the best-in-class residential home that is affordable, meaningful and pleasant.

In addition, we strive to serve our Active Aging Centre clients with thoughtfulness for their well-being so as to build a cohesive community.

## Board of Management:

On 16 September 2023, Singapore Seventh-day Adventist Chinese Church board nominated 4 members (\*) to serve the Adventist Home for the Elders Board of Management and on 21 January 2024 the following 5 members (#) were elected at the EGM of Adventist Home for the Elders:

Name of Officer	Occupation	Designation	Date of First Appointment
Wan Kwong Weng	Group Chief Corporate Officer	Chairman	01/07/2008 (#)
Choong Loon@Chong Kok Loon	Businessman	Vice-Chairman	01/01/1999 (*)
Foo Chee Fah	Senior Pastor	Vice-Chairman	01/01/2009 (*)
Oi Keng Hunt	Retired	Secretary	01/01/2008 (#)
Yeang Ming Sheng	Medical Doctor	Treasurer	29/08/2020 (*)
Seah Siew Beng Albert	Finance Services Director	Member	01/01/2007 (#)
Andrew Samuel Ing	Medical Doctor	Member	01/01/2015 (#)
Ong Ang Toh	-	Member	01/01/2017 (#)
Chow Teck Hwa David	Lecturer	Member	21/01/2024 (*)
Wong Wai Chong	IT Manager	Member	21/01/2024 (#)

### Board Governance

We have conducted election and nomination processes accordingly. Induction and orientation were provided to all incoming Board members. None of the staff are Board members and the Board is not chaired by any of the staff of the Home. All Board members submit themselves for re-nomination and re-appointment at least once every three years. The Board conducts self evaluation to assess its performance and effectiveness during its term or every three years, whichever is shorter.

Following are Board members who have served for more than 10 consecutive years:

1. Wan Kwong Weng
2. Chong Kok Loon
3. Foo Chee Fah

The reason for retaining them is they have been willing to serve continuously and there were no other nominations.

There are documented terms of reference for the Board and each of its Board Committees.

## Conflict of Interest Disclosure

All Board members have signed conflicts of interest disclosure forms at the start of the Board term. If and when such situation of conflict arises, the Board member concerned shall make further disclosure and abstain from discussions and voting. Documentations of the declaration and the decision-making process are put in place.

## Strategic Planning

The Board periodically reviews and approves the strategic plan for the charity to ensure that the activities are in line with its objectives.

## Human Resource and Volunteer Management

The Board approves documented human resource policies for staff. There is a documented Code of Conduct for Board members, staff and volunteers which is approved by the Board. There are processes for regular supervision, appraisal and professional development of staff. There are volunteers serving in the charity. There are volunteers management policies in place for volunteers.

## Financial Management and Internal Controls

The Home's funding comes from fund-raising events organized and public donations. We received some government funding in the audited year. For the Home residents, we collected lodging fees at \$900-\$1000 and at \$640 for Public Assistance recipients. Laundry service is at \$30.00 per month. All collections received (solicited or unsolicited) were properly accounted for and promptly deposited by the charity. The charity also received donations-in-kind during the year, and were properly recorded and accounted for by the charity.

There is a documented policy to seek Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of its core charitable programmes.

The Board ensures internal controls for financial matters in key areas are in place with documented procedures.

The Board reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.

The Board ensures that there is a process to identify, regularly monitor, review the charity's key risks.

The board approves an annual budget for the charity's plans and regularly monitors its expenditures.

The charity invested its reserves, including fixed deposits. The charity has a documented investment policy approved by the Board.

Auditor:

Fiducia LLP Certified Public Accountant

Bankers:

United Overseas Bank Limited

DBS Bank Limited

### Board Meetings

The Board held 3 meetings in 2023 with more than half of the board members present at the meetings. Board members were not remunerated for their Board services. No Board member was involved in setting his or her own remuneration. The charity has employed and paid staff and no staff was involved in setting his or her own remuneration.

### Staffing

As at 31 December 2023 the breakdown of the staff strength is as follows:

Senior Manager	1	Local
Centre Manager (SAC SA)	3	Local
Nursing Aides	2	Foreign
Healthcare Attendant	1	Foreign
Centre Assistant (part timers)	4	Local
Cook	1	Local
<u>Cleaners</u> (part timers)	<u>2</u>	Local
<u>Total</u>	<u>14</u>	

None of its staff received more than \$100,000 in annual remuneration each.

None of paid staff who are close members of the family of the Executive Head or Board Members.

### Public Image

The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.

### Application for Admission to Home

Applications for admission are made directly by family members of the applicant or by referral from medical social workers. All applications are processed by the Operations Management Committee (consisting of the Chairman, Vice-Chairman, Treasurer and the Senior Manager).

### **REVIEW OF YEAR 2023:**

#### Occupancy

There were 25 residents as at 31 December 2023. A breakdown is shown as follows:

Male: 11 (Chinese) and Female: 13 (Chinese) 1 (Indian)

## **Calendar of Events at Adventist Home for the Elders**

- Annual angpao distribution by Singapore Buddhist Lodge Welfare Foundation.
- Chinese New Year activities and dinner by Sharon & Friends.
- Chinese New Year activities by Irene & Siblings.
- Singing and sharing by Balestier Church.
- Chinese New Year Reunion Dinner.
- Angpao distribution by Thomson Chinese Church Dorcas Society.
- Chinese New Year activities by Swee Kiang & Family.
- Meal contribution by Toa Payoh South CC.
- Outing and Lunch hosted by Hong Leong Foundation.
- Activities by San Yu Adventist School.
- Activities by Thomson CC.
- Activities by SAF HQ 6th Division.
- Music sharing by Thomson Chinese Church members.
- Activities by Geylang West Care Team.
- Ukulele performance by Adventist Active Centre-Kallang Trivista.
- Fire Drill.
- In-house activities by Youngbergers.
- Mid-Autumn Festival activities by Sharon & Friends
- Angpao distribution by Thomson Chinese Church Dorcas Society-Pay It Forward
- Activities by Hwa Chong Institute
- Activities by GE Aerospace Company
- Christmas Carolling by Youth from Thomson Chinese Church
- Meal contribution by Thomson Chinese Church Dorcas Society
- In-house Group Exercise, Games, Colouring, Singing & Movie session.
- Meal donation and donation in kind by various donors.

Special thanks to various teams on donation in kind and angpao:

- David Goh
- SAF HQ 6th Division
- Atomy members
- Kindness Mart
- Thomson Chinese Church Dorcas

Special thanks to various donors on meal donation:

- Tan Boon Chong, Tng Ming Chai,
- Patricia & William Chan
- Raymond & Maryanne Tan
- Leroy & Lillian
- Cherissa Tee, Oh Fang Ting, Chua Lee Lee
- Dafne Kuah, Tey Kim Hock, Kwa Jia Ming
- Ravi, Ju Li, Michael Lam

- Mrs Chong, Mr Chong
- Irene Tan, Han Wee Lan, Ong Ang Toh
- Kenneth & various donors
- Toa Payoh South CC, RN Zone 5, Breadline
- Bo Si Tan Eating House-Blk 194 coffee shop owner & various donors
- First Culinary Restaurant-Mr Neo, Lim Chew, Xiao Yun,
- Dao Ka Chiu,
- Wan Kwong Weng & Genesis Vegan Restaurant.

## **Calendar of Events at Adventist Active Centres**

**@ Golden Peony**

**@ Golden Clover**

**@ Kallang Trivista**

to refer separate attachments.

## **REVIEW OF FINANCIAL STATEMENTS 2023:**

### Statement of Accounts

Statement of accounts for the financial year ended 31 December 20223 was duly presented for audit.

The operating profit was \$45,821 ((\$108,180) in 2022).

### Reserve Fund

The Home reported a balance accumulated fund of \$1,755,535 as at 31<sup>st</sup> December 2023 (\$1,709,714 as at 31<sup>st</sup> December 2022).

The Home would like to place on record sincere appreciation to donors, friends and supporters who have made significant contributions to the Home.

## **SUMMARY OF KEY PLANS:**

In August 2014, we embarked on a strategy review and decided to participate in the MFS tender to conceptualise and operate the Seniors Activity Centre (SAC(SA)) at Golden Peony HDB Studio Apartments block in Jurong West (Block 530A Jurong West Ave 1 #01-907) which has good frontage to Corporation Road. We were successful in the tender and took over the void deck site in January 2015. We have started operations at the SAC (SA) as Adventist Active Centre @ Golden Peony on 1 March 2015. We also installed an AED at the block void deck on 19 April, officiated by MOS Desmond Lee. The Centre was officially opened by DPM Tharman Shanmugaratnam on 5 July 2015.

In January 2015, we also participated in another concept tender for SAC(SA) at Golden Clover HDB Studio Apartments block in Toa Payoh East (Block 196 Kim Keat Ave #01-506) which is

right next to our sheltered home. We were successful in the tender and started operations on 22 November 2015.

We further participated in November 2015 another concept tender with MSF and was successful for the SAC(SA) at Kallang Trivista, Block 8C, Upper Boon Keng Road, next to Kallang MRT Station. We started operations on 30 October 2016. It has a PCF preschool next door and the children have come over for calligraphy classes which generate intergenerational bonding.

We collaborated with NTU Wee Kim Wee School of Communication and Information on a Ministry of Health research project.

We are fortunate to be supported by a strong group of volunteers and donors.

Our average Home occupancy is 25 in 2022. Our 3 Senior Activity Centres receive about 70 to 100 attendees per day prior to Covid-19. Due to Covid-19 and restrictions promulgated by regulators, we have adopted safe distancing and cleaning measures.

Since the start of the Covid-19 pandemic, we have also embarked on a lunch box project with various donors including SDA Chinese Church and Central Singapore CDC, to send Lunch Box to residents at our AAC blocks as well as the rental blocks at Toa Payoh East, working with Genesis Vegan Restaurant. The recent numbers are Wednesdays 80, Fridays 160.

We are constantly reviewing our programme offerings and aim to provide better services to the elderly in the precincts that we serve.

**Dated this 30 June 2024**

Prepared by:

Wan Kwong Weng BBM PBM  
Chairman

Chong Kok Loon  
Vice Chairman