



新加坡佛教施診所

Singapore Buddhist Free Clinic

2012 年度常年會員大會

Annual General Meeting 2012

全年概況報告

Annual Report

30-06-2012

2012年度常年会员大会 献词--主席广声法师

30-06-2012

新加坡佛教施诊所从 1969 年初创至今， 不觉已经走过 42 年的岁月， 期间历经许多前贤大德的辛勤播种， 始有今天的稍具规模！ 我们接过了继续耕耘的棒子， 就需要肩负起承先启后的重任， 把诊所的义诊事业发扬光大！

现在藉此常年大会， 让我回顾过去一年的业绩， 向各位会员作一简略的汇报：

配合我国政府推出的慈善监管准则， 我们成立了“常务委员会”以及“人力资源小组”， 除了委托 Shared Services Charities（以下简称 SSC）编写的《财务管理程序》、《人力资源管理手册》已经初步完成外， 目前在进行中的还有《董事会规章》， 预计在下半年即可完成。 我们也委托 SSC 进行内部的独立审计， 检讨整个监管体系， 虽然还有一些不完善之处， 但已经着手改进。

另一方面， 我们也为过于庞大的董事会组织， 进行瘦身改组， 修改章程的工作尚在进行中， 一旦获得批准， 新一届的董事会将由 13 人组成。 也因为这一原因， 卫生部与社团注册局特别批准第 25 届董事任期延长至年底 12 月， 或新章程批准后的两个月内才卸任。

为了实现我们的理想， 我在去年的周年庆典上提出了未来五年的发展计划， 包括：

- 设立专病治疗组， 如： 癌症、 慢性病、 糖尿病、 高血压等的医治；
- 使用电脑储存病人的诊症记录及资料存档， 使求诊程序更为便利；
- 探讨重新分配现有资源， 达到物尽其用的指标， 提高生产力；

- 举办更多的保健讲座，提高广大民众的保健意识；
- 主办医学讲座，发扬传统中医的丰厚文化遗产，令更多人受惠；
- 在更具优势的地区设立新诊所，方便照顾更多病人；
- 合并需求日渐减少的分所，延长需求量高的诊所开诊时间；
- 探讨保送有潜能的医师继续深造或与其他学术团体交流的可行性；
- 藉现代科技的发展，改造本所形象，提升我们的知名度。

上述的种种愿景，当然不可能一蹴而就，现在我们正致力于首两个项目：一是成立“肿瘤治疗委员会”，以中医药为癌症患者提供协调性的治疗服务，减轻他们在经济上的负担，同时也希望患者在治疗的过程中，得到精神方面的抚慰，加强与病魔抗争的意志力。二是开发电脑连线服务，以中央处理器建立病人档案，驻诊医师在任何一所都可以得悉求诊人士的资料与诊治记录，提高治疗效率。这两项服务，如果进展顺利，也许在今年 10 月就可以开始实现。

为了长远的目标，我们希望有更多赞同本所宗旨的会员，与我们齐心协力，携手合作，同愿同行，为我国佛教的慈善事业，再放光芒！

**Singapore Buddhist Free Clinic
Annual General Meeting 2012
(30 June 2012)**

Message from Chairman - Venerable Sik Kwang Sheng

Since the Singapore Buddhist Free Clinic (SBFC) was founded in 1969, it has helped treat numerous people, regardless of race and religion for the past 42 years. Today, the SBFC is reaping the fruits of success from the compassionate seeds planted by its predecessors. In gratitude to their dedicated effort and hard work, we now shoulder this great responsibility of bringing SBFC to greater heights for the benefit of all beings.

It is my honour to present to you a brief report of SBFC's performance for the year 2011.

- ❖ To meet the new regulatory standards for charity as required by the Singapore government, we have established an "EXCO Committee" and a "Human Resources Committee". In addition, we have commissioned Shared Services for Charities Limited (hereinafter referred to as SSC) to complete a "Financial Policy and Procedures Manual", and a "Human Resource Policies and Procedures Manual". The ongoing "Board Policy" is expected to be completed in the second half of this year. We have also commissioned SSC to conduct an independent internal audit to review the entire regulatory system. Although there were some imperfections, many improvements have been made.

On the other hand, we are trying to streamline our current board of directors. Once it is approved, we will restructure and amend the constitution from 33 to 13 members. As a result, the Ministry of Health has specially approved extending the 25th term of the board of directors to the end of December, or two months after the approval of the new constitution.

To realise our vision, I have a development plan for the next five years. They include:

- ❖ the establishment of a special disease treatment group, such as cancer treatment, chronic diseases, diabetes, high blood pressure;
- ❖ exploring the reallocation of existing resources, so as to improve productivity and achieve optimal use of resources;
- ❖ the implementation of a clinical network system to better manage the patients' consultation records and data archiving, and to provide convenience for patients when visiting any of our branches.

- ❖ conducting more health talks to improve the health consciousness of the public;
- ❖ organising medical seminars to promote the rich cultural heritage of Traditional Chinese Medicine, so that more people can benefit;
- ❖ the establishment of new clinics in more accessible areas, so that SBFC can reach out and help more patients;
- ❖ merging of branches with diminishing patient numbers and extending the operating hours for clinics with high demand of services;
- ❖ exploring opportunities of sending our physicians with potential for further studies and the feasibility of having an exchange programme with other academic groups;
- ❖ utilising the advancement of current enhanced technology to boost our branding and transform our image.

The above-mentioned vision, of course, cannot be achieved overnight. Thus, we are working hard on two projects.

1) Forming a cancer treatment community, using Chinese Traditional Medicine to provide patients with a holistic style of treatment. This will help reduce their financial burden and at the same time offer spiritual and emotional support during treatment, hence strengthening patients' conviction in fighting their illnesses.

2) Developing a clinical network system and having a centralised database. Physicians belonging to any SBFC branches will then be able to access the records of any patients during treatment to enhance overall efficiency. If these two projects are successfully developed, we will be able to provide these services by this October. In order to achieve our long-term goals, we hope more like-minded supporters of our mission can work together with us hand in hand.

With our hearts and minds unified towards a common vision and mission, Singapore's Buddhist charity will surely flourish!

Thank you.

新加坡佛教施诊所

2012年度常年会员大会会务概况报告

(2011年6月至2012年5月)

秘书长：严忠胜居士

行政概况

(1) 常年会员大会

1.1 2011年常年会员大会于6月11日(星期日)下午2时在本所大厦五楼会议厅召开,出席者30人,会议由董事会主席广声法师主持。会上接受董事会会务、各所所务、医务、药务报告;查账施龙现居士报告全年财政收支及资产负债账目。

1.2. 大会通过以下议决案:

- 接受副财务刘尚良请辞,空缺由陆振泰递补。
- 追认将普通基金\$212,663.46 并入累积基金。
- 委任吴乔青会计公司为内部查账;石林特许会计事务所为财政年度审计公司。

(2) 特别会员大会

2012年4月14日(星期六)下午2时,在本所大厦五楼会议厅召开特别会员大会,会议由董事会主席广声法师主持,出席者31人。大会通过以下议决案:

- 修改现有章程,由周文光律师见证。
- 申请延长第25届董事任期至2012年12月或新章程批准后的两个月内方才卸任。

(3) 常年会务摘要

3.1 会员人数

3.1.1 截止至2012年5月,本所共有团体会员34位(其中4位永久会员),个人会员:僧伽22位,居士111位(其中2位永久会员)。总计167位。

3.1.2 新加入会员

自2011年7月至2012年5月,加入本所之新会员有:赖秀华、左莺莺、林德雄、杨志伟、赖玉珠、黄瑞龙、梁美璇、王婷婷、郑宝珠、叶冠春、龙田农、郑心锦、谢智友及莫琬婷。

3.2 五年发展计划

主席广声法师在42周年纪念大会上提出五年发展计划,包括:

- 物色适中地点建立新分所,方便公众求诊。
- 分阶段更新和增添现有分所的医药器材或配备。
- 成立癌症或慢性病治疗部门。

3.3 常务委员会

常务委员会自 2011 年 6 月开始至 2012 年 3 月，总共召开了 11 次会议，完成以下任务：

- 核查由 Shared Services For Charities Ltd (以下简称 SSC) 编写的本所财务运作程序手册，并根据现行状况修订第二版，于 2011 年 9 月完成，今年 4 月分发予各所执行秘书知照。
- 委托 SSC 对本所进行内部监控审计，于 2012 年 4 月完成。审计费用\$24,000 得到 NCSS 赞助 80% 即\$19,200。秘书处将根据有关报告改进行政措施，提高监管效率。
- 委任 SSC 为本所编写人力资源管理手册，于 2012 年 1 月完成。编写费用\$2,800 得到 NCSS 赞助 80% 即\$2,240。手册初稿完成后，由人力资源小组：组长叶静慧，组员严忠胜、林植宗、王婷婷（志愿工作者），负责修订手册，包括职员结构、职衔调整、薪酬福利、效率评估等。
- 批准改进现有药库系统，增加药物有效日期的记录。
- 制定财路捐款以 5 元为最低数额，少于 5 元者鼓励投入慈善箱。
- 委任 Knight Frank 评估本所两项不动产市值：
44 Craig Road 丹戎巴葛分所市值\$4,100,000。
Blk77 Indus Road #01-519 康复中心市值\$1,050,000。
- 根据现行慈善法令修订新章程，于 2012 年 3 月 3 日讨论后，提交董事会议审核。
- 常务委员会及筹款活动小组委员会于 2012 年第 25 届第 12 次董事会议提呈报告后宣布解散。

3.4 人力资源小组委员会

人力资源小组委员会自 2011 年 12 月至 2012 年 5 月，总共召开了 4 次会议，完成以下任务：

- 遵照慈善监督署指导原则及公益机构法令，审核与修订 SSC 为本所编写的“人力资源手册”。
- 依据劳工法令比较本所的雇佣现状，改进雇员福利。
- 参考国家福利理事会的薪金指导原则，修订及调整本所职员薪金制度。
- 重组职员结构，根据职责调整职衔。
- 建立评估制度以提升工作效率。
- 人力资源小组委员会于 2012 年第 25 届第 12 次董事会议提呈报告后宣布解散。

3.5 筹备第26届董事选举

3.5.1 第25届第12与第13次董事会议通过由秘书处拟定的“第26届董事提名与选举准则”如下：

- 根据本所新章程，第 26 届 13 位董事成员必须从会员中选出。

- 提名者必须具备会员资格，团体会员必须由该团体或机构授权的理事成员代表提名。
- 每名会员只限从会员名册中提名 1 位团体会员或个人会员为候选人。唯不得自我提名。
- 表格中的各项资料必须完整填写，提名者必须在表格中签名，团体会员必须盖章。
- 资料不完整或没有签名的提名表格将视为无效而不受理。
- 被提名者须在提名表格中签署各项声明，表示愿意接受提名为本所服务。
- 提名表格由选举筹备委员会于会员大会前拆阅审核，整理为候选董事名单，供会员大会选举之用。
- 董事由出席会员大会的会员从候选名单中选出，得票最高者当选。
- 主席、秘书和财政 3 个职位须由出席会员大会的会员从 13 位当选董事中投票选出。
- 其他 10 个董事职位于复选会议时由主席委任。
- 仅次于 13 位当选董事之后的三位票数最高者为候补董事。

3.5.2 主席即席委任净聪法师、严忠胜、林植宗、陈荣鑫、梁南仲五人为第26届董事选举筹备小组委员，其任务为拆阅提名表格，审核候选人资格，整理候选名单供会员大会选举之用。

3.6 成立“医药咨询委员会”

2012年5月26日第25届第12次董事会通过成立“医药咨询委员会”，任务为管理与发展本所医疗事务。委员会主席是施龙现、委员有：严忠胜、刘嘉扬、郑心锦。

3.7 成立“肿瘤治疗委员会”

2012年5月26日第25届第12次董事会通过成立“肿瘤治疗委员会”，计划在下半年于总所设立肿瘤专病治疗组，为肿瘤病患提供收费低廉的服务。委员会主席是郑心锦、委员有：龙田农、叶冠春及施龙现。

3.8 开发诊病联网系统

秘书处于2012年1月份开始，研究开发各所诊病联网系统的可行性，即病人从柜台登记、医师诊症处方、针灸、到药房配药，所有资料皆储存在设于总部的中央电脑伺服器，病人只需登记一次，即可在任何一所求诊。

(4) 常年医药务摘要 (2011年4月至2012年3月)

4.1 义诊统计

4.1.1 全年义诊人数人次

性别	人数	人次
男	87,637	293,292
女	154,997	528,656
共计	242,634	821,948

4.1.2 各所人数人次

所别	人数	人次
总所	80,599	240,691
丹戎巴葛分所	22,650	87,813
红山分所	33,565	130,226
宏茂桥分所	39,380	129,685
裕廊分所	38,338	148,919
康复中心	28,102	84,614
共计	242,634	821,948

4.1.3 内科与针灸

类别	内科	针灸科
人数	150,884	91,750
百分比	62.19%	37.81%

4.1.4 收费与免费

类别	收费	免费
人数	86,519	156,115
百分比	35.66%	64.34%

4.1.5 国籍分类

类别	人数	百分比
新加坡公民	224,229	92.41%
永久居民	7,497	3.09%
持工作准证	5,287	2.18%
持旅游证件	5,621	2.32%
共计	242,634	100%

4.1.6 性别与年龄

年龄	男	百分比	女	百分比
15岁以下	3,507	4.00%	2,664	1.72%
15岁-60岁	30,585	34.90%	58,601	37.80%
60岁以上	53,545	61.10%	93,732	60.48%
共计	87,637	100%	154,997	100%

4.2 全年施药总值

所别	施药总值	百分比
总所	249,226.11	29.02%
丹戎巴葛分所	91,927.01	10.70%
红山分所	135,880.43	15.82%
宏茂桥分所	144,806.48	16.86%
裕廊分所	163,850.69	19.08%
康复中心	73,159.37	8.52%
共计	858,850.09	100%

(5) 其他

- 5.1 本所前主席隆根长老于 2011 年 6 月 15 日舍报圆寂，停灵期间本所董医职同仁前往吊唁，并参加告别追思与荼毗大典。
- 5.2 为加强保安措施的大厦天台水箱加锁工程，由 Success Forever Construction & Maintenance Pte Ltd 承包。
- 5.3 响应东南社理会的政策，计划从康乐行 2012 开始，举办各项亲家庭的健康活动，鼓励群众以家庭为单位（如祖父母、父母与子女）一起参加。

财务概况

- (1) 全年财政收支与资产负债（详见审计报告）
2011 年度收入总计\$ 4,119,732，支出总计\$ 3,223,436，结存\$ 896,296
2012 年 3 月 31 日资产负债各为\$14,244,694。
- (2) 应用财路捐款共 641 人，捐款总额为\$191,014.00。
- (3) 应用信用卡捐款总额为\$135,145.00。
- (4) 应用 SG Gives 网上渠道捐款总额为\$116,140.00
- (5) 2011 年 9 月及 2012 年 3 月各所总共收到政府发给聘用年长员工公积金补贴\$6,563.00。

公积金回扣	09/2011	03/2012	总计
总所	\$1075	\$1433	\$2508
丹戎巴葛分所	\$149	\$127	\$276
红山分所	\$430	\$403	\$833
宏茂桥分所	\$559	\$624	\$1183
裕廊分所	\$530	\$555	\$1085
康复中心	\$358	\$320	\$678

- (6) 潘玉英遗产分赠慈善机构手续已经完成，本所一共获赠\$128,277.20。
- (7) 本所副主席朱国桢居士胞兄朱金卜老先生往生，亲友及各界人士将赠仪转购本所慈善礼券，共计 \$ 22,594.00。
- (8) 其他捐款万元以上的热心人士

Lee Foundation (赞助“粤韵传情”演出)	\$400,000.00
Chan Kok Leong	\$75,000.00
Tan Seng Hwang	\$50,000.00
The Late Ms Diana Yip Yuen Yue	\$43,588.68
Keng Wah Hardware Co Pte Ltd	\$30,000.00
Chew Yat Bin	\$20,000.00
BNP Paribas Wealth Management (S) Btranch	\$20,000.00
Hong Leong Foundation	\$20,000.00
Lo Foeng Fong (罗浩然)	\$20,000.00
Tan Kee Meng Lang	\$10,000.00
般若念佛堂	\$10,000.00
如切观音堂	\$10,000.00
已故冯秋金	\$10,000.00
Toe Teow Heng	\$10,000.00
Choo Hong Eng (朱云萍)	\$10,000.00
Harold Suriawinata	\$10,000.00
C & H Properties Pte Ltd	\$10,000.00
Chia Seng Leng	\$10,000.00
Vimalakirti Buddhist Centre	\$10,000.00
Puat Jit Buddhist Temple	\$10,000.00
Kee Meng Lang	\$10,000.00
已故陈朝炼 陈子轩	\$10,000.00

- (9) 2012 年度财政预算 (2012 年 4 月至 2013 年 3 月) 全年收入预算 \$3,128,330，全年支出预算\$3,392,092，估计不敷\$ 263,762。

活动概况

- (1) 慈悲喜舍家庭日卫塞节义卖会 2011

药师行愿会于 2011 年 5 月 29 日假友诺士地铁站外草场举行“慈悲喜舍家庭日卫塞节义卖会”，净收入的 50%捐献为本所医药基金，本所除于各所协助促销义卖固本外，并赞助义卖摊位成本费用\$814。药师行愿会于义卖会账目结算后捐出\$48,173.74 予本所。

(2) 康乐行 2011

本所常年活动“康乐行 2011 义走”于 2011 年 6 月 26 日举行，由药师行愿会协办。地点在东海岸公园，董事法辉法师主持挥旗开步，参加者约 500 人。筹得\$137,944, 支出\$10,911, 净收入\$127,033。

(3) 粤韵传情慈善音乐会

光明山普觉禅寺主办“粤韵传情慈善音乐会”于 2011 年 9 月 17 日假滨海艺术中心举行，邀请中国广州粤剧名伶姚志强、倪惠英、蒋文端、郭凤女、梁玉嵘、丁凡及作曲家卜灿荣莅新演唱，得到李氏基金鼎力支持赞助一切费用，总收入\$481,446.98, 扣除开支后，共为本所筹得\$397,366。

(4) 保健及医药讲座

- 2011 年 8 月 31 日晚上 7 时，在大厦七楼礼堂与轻安村联办健康讲座，台湾黄鼎殷医生主讲“如何预防与治疗慢性疾病”。
- 2011 年 11 月 27 日及 12 月 4 日，下午 2 时至 5 时，在大厦七楼礼堂举行两场医学讲座：颜添乙医师主讲“常见西医临床实验诊断报告判读”。

(5) 42 周年纪念庆典

- 42周年纪念大会于2011年11月5日下午2时至5时假新达城三楼举行，庆祝主题是“认识中医 关注健康”，出席嘉宾600余人，左莺莺小姐担任大会司仪。
- 庆典节目包括切生日蛋糕仪式、“爱琴海”的三位歌手为庆典演唱生日歌及吉他伴奏。并由主席广声法师颁发荣誉证书予本所董事；颁发长期服务奖予医师职员共12人，他们是：
叶荣辉（5年）；魏丽华（10年）；王雅露、傅志平、薛秀华、蔡淑珍、刘凤玲、廖春兰、白丽枝（15年）；符新拔（20年）；蔡巧惜（25年），以及杨楚湘（30年）。
- 仪式过后，由丹戎巴葛分所医师陈秋松主讲“中老年人的心理及生理健康”；科艺私人有限公司首席驻诊医师陈岁教授主讲“肿瘤治疗方案选择”。此外，本所也派驻医师于现场为123位公众提供健康咨询服务。
- 感谢以下人士义务协助庆典的筹备工作：
黄翰缘协助宣传，响应的媒体有：《联合早报》、《新明日报》、《我报》、第八波道《早安您好》、电台95.8《城市周游记》。
何秀娟协助编辑展示本所概况的旗帜 6 大幅。
Samual到本所及丹戎巴葛分所、裕廊分所拍摄照片。
Clarence Soh为本所创建二维码（QR Code）及面簿Facebook：
www.facebook.com/sbfcorg
- 贺仪收入总数为\$ 400,731, 支出费用共\$44,220, 占收入总数的 11%。

(6) 售旗日 2012

2012 年 2 月 18 日举行售旗日，约有近千名义工支持响应，筹得善款\$140,278, 支出费用\$8,707, 净收入为\$131,571, 支出占收入总数的 6.21%

职员概况

(1) 截至2012年5月份员工总数 80人

行政人员11人：总执行秘书1人，总经理1人，执行秘书6人，会计助理1人，助理执行秘书2人。

医务人员69人：医师22人，药房主任5人，服务员34人，杂务员7人，司机1人。

(2) 购买责任保险

为保障全所董医职人员对求诊大众的责任风险，本所通过代理公司 Pana Harrison (Asia) Pte Ltd 向 QBE 保险公司投保\$1,000,000 保费\$4,840

(3) 医药福利

2.1 全体员工 2012 年皆可享有\$100--\$200 不等（视服务时数而不同）的医药津贴。

2.2 为 70 岁以下员工继续购买住院保险，由 AIA 保险公司承保，常年保费每人\$330。

(4) 职员培训

2012 年继续为总所服务员曾玉英提供中药（大专班）培训课程。

(5) 年终奖励

2011 年度全体员工除合约所订之第 13 个月薪金及年假津贴外；于 12 月份亦享有一个月的奖励金。

(6) 职员薪金调整

- 2011 年 7 月第 25 届第 7 次董事会议通过特别调整三位药房主任：李素贞、黎懿娴及苏小娟之底薪，以纠正长期在待遇上的偏差。
- 2012 年 1 月第 25 届第 10 次董事会议通过 2012 年度全体员工薪金调整增加 5%，由 2012 年 1 月份生效。

(7) 特聘总经理

2012 年 4 月份起，与郑宝珠签署两年服务合约，聘为总经理，推行本所的五年发展计划。

(8) 新聘与离职员工

新聘者：职员：刘佩玉、梁绸春、陈美株、张梅。

辞职者：医师：郑英。职员：卢家梅、潘嫦凤、王惠、黄美玉。

Singapore Buddhist Free Clinic
2012 Annual General Meeting Summary Report
(June 2011 to May 2012)
General Secretary: Mr Yim Chong Seng

ADMINISTRATION SUMMARY

(1) Annual General Meeting

1.1 The 2011 Annual General Meeting was conducted on June 11 (Sunday) at 2pm at the 5th Floor Conference Hall of the Headquarter Building. There were 30 Members present and this number has reached the required quorum. Chairman of the meeting Ven Kwang Sheng declared the commencement of the Annual General Meeting of Members of the Singapore Buddhist Free Clinic in accordance with Rules 14 (i) (A) of the Constitution.

The Board of Directors' reports, the operation status and the medical and pharmaceutical affairs of each clinic were reported. Auditor See Long Hian reported The Annual Financial Statements and the Balance Sheet for Year Ended 31 March 2011..

1.2 The AGM approved the following matters:

- The resignation of the Deputy Financial Director Eddrick Low was approved. His vacancy was taken over by Loke Chan Thai.
- The General Fund of \$212,663.46 was transferred to the Accumulated Fund.
- Wu Chiaw Ching & Company was appointed as the Internal Auditor; RSM Chio Lim LLP was appointed as the Financial Year 2011 Auditor.

(2) Extraordinary General Meeting

The Extraordinary General Meeting was conducted on April 14, 2012 (Saturday) at 2pm at the 5th Floor Conference Hall of the Headquarter Building. There were 31 members present and had reached the required quorum. The meeting was chaired by Chairman Ven Kwang Sheng and the following matters were resolved:

- To adopt the proposed constitution in substitution of its constitution, and it was witnessed by Independent Lawyer Mr Marcus Chow.
- The current board is to serve for an extended period till Dec 2012 or to end two months after approval of Proposed Constitution.

(3) Summary of Meeting Affairs

3.1 Number of members

3.1.1 Up to May 2012, our clinic has 34 Organization Members (four of them are permanent members), the Individual members: 22 Sangha members, 111 lay Buddhists (two of them are permanent members). Total number of member is 167.

3.1.2 New Members

The new members that joined our clinic between July 2011 and May 2012 are:

Lua Siaw Hua, Chermaine Cho, Lim Teck Siong, Yeo Chee Wee, Lye Geok Choo, Samuel Ng, Liong May Swan, Heng Teng Teng, Tea Poh Choo, Yap Kwan Choon, Long Hian Loong, Cheng Sim Kim, Xie Zhi You and Angelina Boh Wan Ting.

3.2 Five-year Development Plan

Chairman Ven Kwang Sheng proposed the five-year development plan during the 42nd annual anniversary, which includes:

- Seeking suitable places to build new branches in order to provide convenience to the public
- Upgrading and increasing the medical devices and equipments for all branches in different stages
- Establishing the outpatient services for cancer or chronic diseases

3.3 EXCO Meeting

Total 11 EXCO meetings were conducted between June 2011 and March 2012. The following tasks were completed:

- Review of the financial policy and procedure manual which was drafted by Shared Services For Charities Ltd; the manual was revised and adapted to be used for our current operation. The manual was finalized in September 2011 and distributed to the various branches secretaries in April 2012.
- Engaged Shared Services For Charities Ltd “SSC” to conduct the internal control audit, which was completed in April 2012; the audit cost is \$24,000, 80% of which (i.e. \$19,200) is sponsored by NCSS. The secretariat will improve the administrative and operations policy and procedures, also to comply with the code of governance recommended by SSC.
- Engaged Shared Services For Charities Ltd “SSC” to draft the human resource policy and procedures manual, which was completed in January 2012; the drafting cost is \$2800, 80% of which (i.e. \$2240) is sponsored by NCSS. After the completion of the first draft, the Human Resource Committee (Team Leader: Yap Ching Wi, Members: Yim Chong Seng, Lim Sek Chong, Heng Teng Teng (volunteer)) revised the contents of the manual, including the staff current job title, the compensation and benefits and the performance appraisal etc.
- Approved the improved proposal of the current pharmacy system; the information on drug shelf life will be included.
- Regulating that \$5 is the minimum amount for GIRO donation; if the donation is less than \$5, it will be encouraged to go through the charity box instead.

- Engaged Knight Frank to assess the market value of the two properties of our clinic and provide the valuation reports.
- The market value of the Tanjong Pagar branch (44 Craig Road) is \$4,100,000.
- The market value of the Rehabilitation Center (Blk77 Indus Road #01-519) is \$1,050,000.
- Amendments of the proposed constitution according to the current charity regulations; the proposed constitution has been discussed and submitted to Board of Directors for approval on March 3, 2012.
- The EXCO Meeting and the fund-raising committee were dissolved after submitting report to the 12th Meeting of the 25th BOD in 2012.

3.4 Human Resource Committee

The Human Resource Committee conducted 4 meetings from December 2011 to May 2012 and completed the following tasks:

- Reviewed and revised the “Human Resource Manual” developed by SSC according to the guiding principles of The Employment Act, Guide to the Employment Act (Ministry of Manpower), Children Development Co-Savings Act, Work Injury Compensation Act and The Retirement Act.
- Reviewed the employment status according to the Employment Act and making improvements on the employee welfare.
- Reviewed and revised the salary system according to the salary guidance of the National Council of Social Service.
- Restructured the organizational structure and readjusted the staff titles as accordance with their responsibilities.
- Established the appraisal system to enhance work efficiency.
- The Human Resource Committee was dissolved after submitting report to the 12th Meeting of the 25th BOD in 2012.

3.5 Nomination and Election Guidelines:

3.5.1 25th Term 12th Meeting to adopt the nomination and election guidelines written by the Secretariat:

- According to SBFC’s New Constitution, the 26th Term Board of Directors (Thirteen Members) is to be elected from the members.
- The nominating organization must be a full Member of SBFC and the candidate nominated for the election must be an elected member of the nominating organization’s Board (or equivalent).
- Each nomination must be proposed by the member. The candidate for the position of Board Member to be elected must be nominated by a Full Member. **(Self-nomination is not allowed)**
- Nomination forms in Appendix 1 must be written in capital letters and must be signed in ink.
- Nomination forms must be fully completed. Please note that incomplete forms will be rejected.
- Candidates for election shall be proposed and declared, they have to sign on the form provided in Appendix 1. The form must be signed

by the candidate to signify his or her willingness to serve on the SBFC Board of Directors.

- Nomination forms will be opened, reviewed and checked by Nominating Committee for it to be presented during the Annual General Meeting.
- All candidates will allow the members with the rights to vote for it. Directors will be voted in on the basis of the nominee with the highest number of votes obtained from the full member's present and voting taking place at the Annual General Meeting.
- Chairman, Secretary and Treasurer Positions will be elected from the thirteen (13) elected Board Members.
- The other position of the ten directors will be appointed by the Chairman.
- The reserved Directorship (three positions) will be appointed from the second higher votes obtained from the full members present and voting at the Annual General Meeting.

3.5.2 Chairman appointed five members for the 26th Term nomination and election committee, they are Sik Ching Shung, Yim Chong Seng, Lim Sek Chong, Chan Yong Luan and Leong Lam Cheong. Their duties are open, such that they may review the nomination forms and check the candidates' eligibility. This is on condition that the candidates was elected in the AGM.

3.6 Established "Medical Advisory Committee"

The 25th Term 12th Meeting approved the establishment of "Medical Advisory Committee", terms of reference is to manage and develop the clinic medical affairs. Committee chairman is See Long Hian, and members are Cheng Sim Kim, Lau Ka Yang, Yap Kwan Choon and Long Hian Loong.

3.7 Established "Cancer Committee"

The 25th Term 12th Meeting approved the establishment of "Cancer Committee", the plan is to set up the Cancer Treatment Centre in the next half year, to provide quality and low cost of service to cancer patients. Committee chairman is Cheng Sim Kim and members are Long Hian Loong, Yap Kwan Choon and See Long Hian.

3.8 Develop the Clinical Network System

Since January 2012, the secretariat had studied the possibility to develop the clinical network system, from patients' registrations, TCM Physicians consultation records and prescription and acupuncture treatments. All data and information will be saved in the HQ's server. The aim is to allow patients to register once and data could be retrieved from all branches.

(4) Annual Medical and Pharmaceutical Services (April 2011 to March 2012)

4.1 Voluntary Consultation

4.1.1 Total number of patients and visits

Gender	No. of Patients	No. of Visits
Male	87,637	293,292
Female	154,997	528,656
Total	242,634	821,948

4.1.2 Number of patients and visits of each branch

Branch	No. of Patients	No. of Visits
Headquarter	80,599	240,691
Tanjong Pagar Clinic	22,650	87,813
Red Hill Clinic	33,565	130,226
Ang Mo Kio Clinic	39,380	129,685
Jurong Branch Clinic	38,338	148,919
Rehabilitation Centre	28,102	84,614
Total	242,634	821,948

4.1.3 Classified by consultation or acupuncture

Classification	Consultation	Acupuncture
No. of Patients	150,884	91,750
%	62.19%	37.81%

4.1.4 Classified by chargeable or free

Classification	Chargeable	Free
No. of Patients	86,519	156,115
%	35.66%	64.34%

4.1.5 Classified by nationality

Classification	No. of Patients	%
Singapore Citizen	224,229	92.41%
Singapore PR	7,497	3.09%
Work Permit	5,287	2.18%
Travel Document	5,621	2.32%
Total	242,634	100%

4.1.6 Classified by gender and age

Age	Male	%	Female	%
Under 15	3,507	4.00%	2,664	1.72%
15 - 60	30,585	34.90%	58,601	37.80%

Above 60	53,545	61.10%	93,732	60.48%
Total	87,637	100%	154,997	100%

4.2 Total pharmaceutical dispensed by each branch

Clinic	Total Pharmaceutical Dispensed	%
Headquarter	249,226.11	29.02%
Tanjong Pagar Clinic	91,927.01	10.70%
Red Hill Clinic	135,880.43	15.82%
Ang Mo Kio Clinic	144,806.48	16.86%
Jurong Branch Clinic	163,850.69	19.08%
Rehabilitation Centre	73,159.37	8.52%
Total	858,850.09	100%

(5) Others

5.1 The former Chairman Venerable Long Gen passed away on June 15, 2011. The directors and staff of our clinic attended the various funeral ceremonies to show our respect.

5.2 The security measure project – installing lock for the roof top water tank was contracted to Success Forever Construction & Maintenance Pte Ltd.

5.3 In response to the South East Town Council's policy, from year 2012 onwards for the walkathon, we would encourage the nucleus' family members to take part in our activity. (i.e. Grandparent, Parent and Children).

FINANCIAL SUMMARY

- (1) Annual financial statement and balance sheet (refer to the audited report for the details)

Total revenue in 2011: \$4,119,732

Total expenditure in 2011: \$3,223,436

Surplus : \$896,296

The Balance Sheet as at March 31, 2012 is \$14,244,694.

- (2) There are 641 people donated through GIRO.
Total donation amount is \$191,014.00.
- (3) The total donation through Credit Card is \$135,145.00.
- (4) The total donation through SG Gives online channel is \$116,140.00.
- (5) Our clinic (including all branches) received a CPF fund of \$6,563.00 in total for employing old staff in September 2011 and March 2012.

Provident fund rebate for hiring old employees	09/2011	03/2012	Total
Headquarter	\$1075	\$1433	\$2508
Tanjong Pagar Clinic	\$149	\$127	\$276
Red Hill Clinic	\$430	\$403	\$833
Ang Mo Kio Clinic	\$559	\$624	\$1183
Jurong Branch Clinic	\$530	\$555	\$1085
Rehabilitation Centre	\$358	\$320	\$678

- (6) The process of the distribution of The Late Phua Jee Eng's legacy to the charitable organizations has been completed. Our clinic received \$128,277.20
- (7) The Vice Chairman Choo Kok Cheng's brother Choo Kim Pok 朱金卜 passed away. His relatives and friends converted the funeral gifts to our charitable vouchers. The total amount is \$22,594.00.
- (8) The other donors who donated more than \$10,000 are:

Lee Foundation (Sponsoring the 粤韵传情 Cantonese Opera Concert)	\$400,000.00
Chan Kok Leong	\$75,000.00
Tan Seng Hwang	\$50,000.00
The Late Ms Diana Yip Yuen Yue	\$43,588.68
Keng Wah Hardware Co Pte Ltd	\$30,000.00
Chew Yat Bin	\$20,000.00
BNP Paribas Wealth Management (S) Bbranch	\$20,000.00
Hong Leong Foundation	\$20,000.00
Lo Foeng Fong	\$20,000.00
Tan Kee Meng Lang	\$10,000.00
Puat Jit Buddhist Temple	\$10,000.00
Kuan Im Tng Temple Joo Chiat	\$10,000.00
已故冯秋金	\$10,000.00
Toe Teow Heng	\$10,000.00
Choo Hong Eng	\$10,000.00
Harold Suriawinata	\$10,000.00
C & H Properties Pte Ltd	\$10,000.00
Chia Seng Leng	\$10,000.00
Vimalakirti Buddhist Centre	\$10,000.00
Kee Meng Lang	\$10,000.00
已故陈朝炼, 陈子轩	\$10,000.00

- (9) Annual budget for 2012 (April 2012 to March 2013): the annual revenue budget is \$3,128,330; the annual expense budget is \$3,392,092; there is an estimated deficit of \$263,762.

ACTIVITY SUMMARY

- (1) The Vesak Family Day Fun Fair 2011
The Buddha of Medicine Welfare Society conducted the “Vesak Family Day Fun Fair” on May 29, 2011 outside the Eunos MRT Station. 50% of the net donation was given to our clinic and placed as medical funds. In addition to the promotion of the charity vouchers, our clinic also sponsored the charity stalls; the total cost was \$814. The Buddha of Medicine Welfare Society donated \$48,173.74 to us after clearing the accounts.
- (2) Health Walkathon 2011
Our regular event, “Health Walkathon 2011” was conducted on June 26, 2011. It was jointly organized by the Buddha of Medicine Welfare Society at the East Coast Park. The director Venerable Fa Hui hosted the flag off ceremony. There were about 500 participants. The total fund raised was \$137,944; the total expense was \$10,911; and the net income was \$127,033.
- (3) 粵韵传情 Cantonese Opera Concert
The Kong Meng San Phor Kark See Monastery hosted the “粵韵传情 Cantonese Opera Concert” on September 17, 2011 at the Esplanade. The concert invited a number of famous Cantonese Opera artists from Guangzhou to give performance, including Yao Zhiqiang, Ni Huiying, Jiang Wenduan, Guo Fengnv, Liang Yurong, Ding Fan and the composer Bu Canrong. The Lee Foundation sponsored all the cost. The concert obtained total revenue of \$481,446.98. After deducting the expenses, it raised a fund of \$397,366 for our clinic.
- (4) Health and Medical Seminars
 - Our clinic organized one health seminar jointly with Kampung Senang on August 31, 2011 at 7 pm at the 7th floor auditorium of the headquarter building. Dr. Huang Ding Yin from Taiwan delivered the speech "How to prevent and Treat Chronic Diseases".
 - Our clinic organized two health seminars on November 27, 2011 and December 4, 2011 from 2pm to 5pm, respectively. The venue was at the 7th floor auditorium of the headquarter building. Mr Yan Tian Yi delivered the speech "Common Misinterpretations in the Diagnostic Reports of Western Medicine".
- (5) 42nd Annual Anniversary Celebration
 - The 42nd Annual Anniversary Celebration was conducted on November 5, 2011 from 2pm to 5pm at the 3rd floor of Suntec City. The theme of celebration was "Understanding Chinese Medicine, Concerning Health". There were in total 600 present, and Miss Charmaine Cho served as the host.
 - The celebration programs included cake-cutting and birthday song singing (by three singers from the Aegean Sea) with guitar

accompaniment. Chairman Ven Kwang Sheng issued the Certificate of Honor to the directors and the Long Service Award to 12 medical staff; they are:

Yip Weng Fai (5 years); Gooi Lay Sim (10 years); Wong Ah Loke, Foo Tze Pin, Seet Siew Wah, Chua Sok Tin, Law Pong Ling, Leow Chong Lang and Pak Lak Kee (15 years); Foo Tin Watt (20 years); Chua Kah Siok (25 years); and Yeo Chor Siang (30 years).

- After the ceremony, the physician from Tanjong Pagar Branch Mr. Tan Chu Song delivered the speech “The Mental and Physical Health of the Middle-aged and Old People”. The Chief physician from Science Arts Co Pte Ltd , Professor Chen Sui delivered the speech “Choice of Programs for Cancer Treatment”. In addition, our clinic also sent the physicians to provide health consulting services to 123 people on site.
- Our clinic is willing to show appreciation to the following people for assisting with the celebration preparation works:
Huang Han Yuan for helping with the publicity work; the responded media were Lianhe Zaobao, Shin Min Daily News, My Paper, Channel 8 《早安您好》 and Radio 95.8 《城市周游记》 . Ho Siew Khuan for helping with the display of the 6 demonstration flags.
Samual for taking pictures at the Headquarter, the Tanjong Pagar Branch and the Jurong Branch;
Clarence Soh for establishing the 2-dimensional code – QR Code and the Facebook page “www.facebook.com /sbfcorg” for our clinic;
- The total income was \$400,731; the total expense was \$44,220, accounting for 11% of the total income.

(6) Flag Day 2012

Flag Day 2012 was conducted on February 18, 2012. Nearly a thousand volunteers supported this event. It raised a total donation of \$140,278; the expense was \$8,707; the net income was \$131,571. The expense accounted for 6.21% of the total income.

STAFFING SUMMARY

(1) There are 80 employees in total up to May 2012, including:

11 Administrative Staff: 1 Chief Secretary, 1 General Manager, 6 Executive Secretaries, 1 Accounts Assistant and 2 Assistant Executive Secretaries.

69 Medical Staff: 22 Physicians, 5 Dispensary Supervisors, 34 Service Staff, 7 Operators and 1 Driver.

(2) Public liability insurance

To manage the liability risks of the medical staff to the public, our clinic signed a \$1,000,000 insurance package with QBE through Pana Harrison (Asia) Pte Ltd. The premium is \$4,840.

(3) Medical Welfare

3.1 All staff can enjoy \$100 - \$200 (depending on the service period) annual medical allowance.

3.2 Our clinic will continue buying the hospitalization insurance from AIA for staff below 70 years old. The annual premium is \$330 per person.

(4) Staff Training

Our clinic will continue providing the Chinese Medicine Training Course – “Diploma Course in Chinese Medicine Pharmacy” for the Headquarter service staff Chan Geok Eng.

(5) Year-end Bonus

All staff enjoyed a 1-month bonus in December 2011 in addition to the 13th month salary and the annual leave allowance which are stated in the contract;

(6) Staff Salary Adjustment

- During the 7th meeting of the 25th Term BOD in July 2011, it was approved to adjust the basic salary of three dispensary supervisors: Lee Soo Cheng, Loy Yee Sian and Saw Seow Kian. This was to adjust their long-term welfare deviation.
- During the 10th meeting of the 25th Term BOD in January 2012, it was approved that all staff salary would be increased by 5% in 2012 with taking effect from January 2012.

(7) Recruitment of General Manager

Our clinic signed a two-year service contract with Monica Tea Poh Choo to recruit her as the General Manager taking effect from April 2012. She is responsible for implementing our five-year development plans.

(8) New and Resigned Employees

New recruits: Physician : Nil

Staff: Lau Poy Geck, Neo Tue Choon, Tan Bee Choo, Zhang Mei.

Resigned employees: Physician: Tay Inn

Staff: Low Kia Bier, Phua Siang Hong, Ong Hooi, Ng Bee Geok.

SINGAPORE BUDDHIST FREE CLINIC

(Registration No: S69SS0009J)

Statement by Management Committee and Financial Statements

Year Ended 31 March 2012

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SINGAPORE BUDDHIST FREE CLINIC
(Registration No: S69SS0009J)

Statement by Management Committee and Financial Statements

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**Independent Auditors' Report to the Members of the
Singapore Buddhist Free Clinic (Registration No: S69SS0009J)**

Report on the Financial Statements

We have audited the accompanying financial statements of Singapore Buddhist Free Clinic (the "Society"), which comprise the statement of financial position as at 31 March 2012, and the statement of financial activities, statement of changes in funds and statement of cash flows for the reporting year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Constitution of the Society, the Charities Act, Chapter 37, the Societies Act, Chapter 311 and Singapore Financial Reporting Standards and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair statement of financial activities and statement of financial position and to maintain accountability of assets.

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 judgment, 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 control relevant to the Society'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 Society's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, 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.



SINGAPORE BUDDHIST FREE CLINIC
(Registration No: S69SS0009J)

Statement of Financial Activities
Year Ended 31 March 2012

	Accumulated Fund \$	2012 Health Endowment Fund \$	Total Funds \$	Accumulated Fund \$	2011 Health Endowment Fund \$	Total Funds \$
<u>INCOMING RESOURCES</u>						
Voluntary Income	352,993	2,323,559	2,676,552	322,482	2,243,719	2,566,201
Income from Fund Raising Activities	278,222	798,097	1,076,319	260,798	429,135	689,933
Investment Income	40,448	–	40,448	48,186	–	48,186
Charitable Activities	314,573	–	314,573	335,520	–	335,520
Other Income	11,840	–	11,840	16,776	–	16,776
Total Incoming Resources	998,076	3,121,656	4,119,732	983,762	2,672,854	3,656,616
<u>RESOURCES EXPENDED</u>						
Cost of Generating Funds: Fund Raising	19,618	45,600	65,218	15,079	25,809	40,888
Cost of Charitable Activities	193,080	2,515,400	2,708,480	154,482	2,455,473	2,609,955
Administrative Costs	–	449,738	449,738	–	423,999	423,999
Total Resources Expended	212,698	3,010,738	3,223,436	169,561	2,905,281	3,074,842
Net Surplus/(Deficit) for the Year	785,378	110,918	896,296	814,201	(232,427)	581,774
Transfer of general fund to accumulated fund	–	–	–	212,663	–	212,663
Balance at the Beginning of the Year	16,137,271	(5,080,464)	11,056,807	15,110,407	(4,848,037)	10,262,370
Balance at the End of the Year	16,922,649	(4,969,546)	11,953,103	16,137,271	(5,080,464)	11,056,807

A further analysis of the above items is presented in the supplementary schedules.

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

SINGAPORE BUDDHIST FREE CLINIC
(Registration No: S69SS0009J)

Statement of Changes in Funds
Year Ended 31 March 2012

	<u>Accumulated Fund</u> \$	<u>Health Endowment Fund</u> \$	<u>General Fund</u> \$	<u>Capital Reserve</u> \$	<u>Total</u> \$
Current Year					
Opening balance at 1 April 2011	16,137,271	(5,080,464)	–	2,202,372	13,259,179
Movement in Fund:					
Surplus for the Year	785,378	110,918	–	–	896,296
Closing balance at 31 March 2012	<u>16,922,649</u>	<u>(4,969,546)</u>	<u>–</u>	<u>2,202,372</u>	<u>14,155,475</u>
Previous Year:					
Opening balance at 1 April 2010	15,110,407	(4,848,037)	212,663	2,202,372	12,677,405
Movement in Fund:					
Surplus / (Deficit) for the Year	814,201	(232,427)	–	–	581,774
Transfer from general fund to accumulated fund	212,663	–	(212,663)	–	–
Closing balance at 31 March 2011	<u>16,137,271</u>	<u>(5,080,464)</u>	<u>–</u>	<u>2,202,372</u>	<u>13,259,179</u>

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

SINGAPORE BUDDHIST FREE CLINIC
(Registration No: S69SS0009J)
Statement of Financial Activities – Supplementary Schedules
Year Ended 31 March 2012

	2012 Health Fund \$	2011 Health Endowment Fund \$	Accumulated Fund \$	Total Fund \$	Accumulated Fund \$	2011 Health Endowment Fund \$	Total Fund \$
<u>INCOMING RESOURCES</u>							
<u>Voluntary income</u>							
HEF non-tax deductible donations	572,429	93,790	–	572,429	–	93,790	93,790
HEF tax deductible donations	1,751,130	2,149,929	–	1,751,130	–	2,149,929	2,149,929
Charity boxes	–	–	322,482	352,993	322,482	–	322,482
	<u>352,993</u>	<u>2,323,559</u>	<u>322,482</u>	<u>2,676,552</u>	<u>322,482</u>	<u>2,243,719</u>	<u>2,566,201</u>
<u>Income from fund raising activities</u>							
HEF anniversary non-tax deductible donations	114,671	429,135	–	114,671	–	429,135	429,135
HEF anniversary tax deductible donations	286,060	–	–	286,060	–	–	–
Income from walkathon	137,944	–	135,805	137,944	135,805	–	135,805
Income from opera	–	397,366	–	397,366	–	–	–
Income from flag day	140,278	–	124,993	140,278	124,993	–	124,993
	<u>278,222</u>	<u>798,097</u>	<u>260,798</u>	<u>1,076,319</u>	<u>260,798</u>	<u>429,135</u>	<u>689,933</u>
<u>Investment income</u>							
Interest income	–	–	43,161	35,712	43,161	–	43,161
Investment income	4,736	–	–	4,736	–	–	–
Fair value gain on other financial assets	–	–	5,025	–	5,025	–	5,025
	<u>40,448</u>	<u>–</u>	<u>48,186</u>	<u>40,448</u>	<u>48,186</u>	<u>–</u>	<u>48,186</u>
<u>Charitable activities</u>							
Registration fees	297,873	–	318,220	297,873	318,220	–	318,220
Membership subscriptions	16,700	–	17,300	16,700	17,300	–	17,300
	<u>314,573</u>	<u>–</u>	<u>335,520</u>	<u>314,573</u>	<u>335,520</u>	<u>–</u>	<u>335,520</u>
<u>Other income</u>							
Government subsidies	–	–	8,834	–	8,834	–	8,834
Other income	11,840	–	7,942	11,840	7,942	–	7,942
	<u>11,840</u>	<u>–</u>	<u>16,776</u>	<u>11,840</u>	<u>16,776</u>	<u>–</u>	<u>16,776</u>
	<u>998,076</u>	<u>3,121,656</u>	<u>983,762</u>	<u>4,119,732</u>	<u>983,762</u>	<u>2,672,854</u>	<u>3,656,616</u>

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

Notes to the Financial Statements
31 March 2012

1. General

Singapore Buddhist Free Clinic (the "Society") is established in Singapore under the Societies Act, Chapter 311. The financial statements are presented in Singapore dollars.

The management committee approved and authorised these financial statements for issue on 8 June 2012.

The principal objective of the Society is to provide free medical care for the poor and needy.

The registered office is: No. 48 Lorong 23 Geylang Singapore 388376. The Society is situated in Singapore.

2. Summary of Significant Accounting Policies

Accounting Convention

The financial statements have been prepared in accordance with the Singapore Financial Reporting Standards ("FRS") as well as all related Interpretations to FRS ("INT FRS") issued by the Singapore Accounting Standards Council. The financial statements are prepared on a going concern basis under the historical cost convention except where an FRS requires an alternative treatment (such as fair values) as disclosed where appropriate in these financial statements.

Basis of Preparation of the Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires the management to make 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 reporting period. Actual results could differ from those estimates. The estimates and assumptions are reviewed on an ongoing basis. Apart from those involving estimations, management has made judgements in the process of applying the Society's accounting policies. The areas requiring management's most difficult, subjective or complex judgements, or areas where assumptions and estimates are significant to the financial statements, are disclosed at the end of this footnote, where applicable.

Revenue Recognition

The revenue amount is the fair value of the consideration received or receivable from the gross inflow of economic benefits during the reporting year arising from the course of the ordinary activities of the Society and it is shown net of related tax and subsidies.

(i) Donations

Revenue from donations are accounted for when received, except for committed donations.

2. Summary of Significant Accounting Policies (Cont'd)

Property, Plant and Equipment

Depreciation is provided on a straight-line basis to allocate the gross carrying amounts of the assets less their residual values over their estimated useful lives of each part of an item of these assets. The annual rates of depreciation are as follows:

Freehold land	-	Not depreciated
Freehold building	-	2%
Leasehold properties	-	2%
Renovations	-	10%
Plant and equipment	-	33.3% to 16.6%

An asset is depreciated when it is available for use until it is derecognised even if during that period the item is idle. Fully depreciated assets still in use are retained in the financial statements.

Plant and equipment are carried at cost on initial recognition and after initial recognition at cost less any accumulated depreciation and any accumulated impairment losses. The gain or loss arising from the derecognition of an item of property, plant and equipment is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item and is recognised in profit or loss. The residual value and the useful life of an asset is reviewed at least at each end of the reporting year and, if expectations differ from previous estimates, the changes are accounted for as a change in an accounting estimate, and the depreciation charge for the current and future periods are adjusted.

Cost also includes acquisition cost, any cost directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Subsequent cost are recognised as an asset only when it is probable that future economic benefits associated with the item will flow to the entity and the cost of the item can be measured reliably. All other repairs and maintenance are charged to profit or loss when they are incurred.

If fair value can be measured reliably, after the initial recognition as an asset at cost, an item of property, plant and equipment (such as land, property, buildings, etc) is carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations are made upon special circumstances and approved by management committee. There is no policy on the regularity of revaluation. When an asset's carrying amount is increased as a result of a revaluation, the increase is recognised in capital reserve except that the increase is recognised in profit or loss to the extent that it reverses a revaluation decrease of the same asset previously recognised in profit or loss. When an asset's carrying amount is decreased, the decrease is recognised in other comprehensive income to the extent of any credit balance existing in the revaluation surplus in respect of that asset. The decrease recognised in other comprehensive income reduces the amount accumulated in equity under the heading of capital reserve. The capital reserve included in funds is transferred directly to accumulated fund when the asset is derecognised. However, some of the surplus is realised as the asset is used as the difference between depreciation based on the revalued carrying amount of the asset and depreciation based on the asset's original cost and these transfers from capital reserve to accumulated fund are not made through the other comprehensive income.

2. Summary of Significant Accounting Policies (Cont'd)

Financial Assets

Initial recognition, measurement and derecognition:

A financial asset is recognised on the statement of financial position when, and only when, the entity becomes a party to the contractual provisions of the instrument. The initial recognition of financial assets is at fair value normally represented by the transaction price. The transaction price for financial asset not classified at fair value through profit or loss includes the transaction costs that are directly attributable to the acquisition or issue of the financial asset. Transaction costs incurred on the acquisition or issue of financial assets classified at fair value through profit or loss are expensed immediately. The transactions are recorded at the trade date.

Irrespective of the legal form of the transactions performed, financial assets are derecognised when they pass the "substance over form" based on the derecognition test prescribed by FRS 39 relating to the transfer of risks and rewards of ownership and the transfer of control.

Subsequent measurement:

Subsequent measurement based on the classification of the financial assets in one of the following four categories under FRS 39 is as follows:

1. Financial assets at fair value through profit or loss: Assets are classified in this category when they are incurred principally for the purpose of selling or repurchasing in the near term (trading assets) or are derivatives (except for a derivative that is a designated and effective hedging instrument) or have been classified in this category because the conditions are met to use the "fair value option" and it is used. These assets are carried at fair value by reference to the transaction price or current bid prices in an active market. All changes in fair value relating to assets at fair value through profit or loss are recognised directly in profit or loss. They are classified as non-current assets unless management intends to dispose of the asset within 12 months of the end of the reporting year.

2. Loans and receivables: Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. Assets that are for sale immediately or in the near term are not classified in this category. These assets are carried at amortised costs using the effective interest method (except that short-duration receivables with no stated interest rate are normally measured at original invoice amount unless the effect of imputing interest would be significant) minus any reduction (directly or through the use of an allowance account) for impairment or uncollectibility. Impairment charges are provided only when there is objective evidence that an impairment loss has been incurred as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated. The methodology ensures that an impairment loss is not recognised on the initial recognition of an asset. Losses expected as a result of future events, no matter how likely, are not recognised. For impairment, the carrying amount of the asset is reduced through use of an allowance account. The amount of the loss is recognised in profit or loss. An impairment loss is reversed if the reversal can be related objectively to an event occurring after the impairment loss was recognised. Typically the trade and other receivables are classified in this category.

2. Summary of Significant Accounting Policies (Cont'd)

Fair Value of Financial Instruments

The carrying values of current financial instruments approximate their fair values due to the short-term maturity of these instruments and the disclosures of fair value are not made when the carrying amount of current financial instruments is a reasonable approximation of fair value. The fair values of non-current financial instruments may not be disclosed separately unless there are significant differences at the end of the reporting year and in the event the fair values are disclosed in the relevant notes. The maximum exposure to credit risk is: the total of the fair value of the financial assets and other financial instruments; the maximum amount the entity could have to pay if the guarantee is called on; and the full amount of any commitments on borrowings at the end of the reporting year. The fair value of a financial instrument is derived from an active market or by using an acceptable valuation technique. The appropriate quoted market price for an asset held or liability to be issued is usually the current bid price without any deduction for transaction costs that may be incurred on sale or other disposal and, for an asset to be acquired or liability held, the asking price. If there is no market, or the markets available are not active, the fair value is established by using an acceptable valuation technique. The fair value measurements are classified using a fair value hierarchy of 3 levels that reflects the significance of the inputs used in making the measurements, that is, Level 1 for the use of quoted prices (unadjusted) in active markets for identical assets or liabilities; Level 2 for the use of inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e., as prices) or indirectly (i.e., derived from prices); and Level 3 for the use of inputs for the asset or liability that are not based on observable market data (unobservable inputs). The level is determined on the basis of the lowest level input that is significant to the fair value measurement in its entirety. Where observable inputs that require significant adjustment based on unobservable inputs, that measurement is a Level 3 measurement.

Funds

Fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds allocated to specific purposes if any by action of the management. Externally restricted funds may only be utilised in accordance with the purposes established by the source of such funds and are in contrast with unrestricted funds over which management retains full control to use in achieving any of its institutional purposes.

Provisions

A liability or provision is recognised when there is a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are made using best estimates of the amount required in settlement and where the effect of the time value of money is material, the amount recognised is the present value of the expenditures expected to be required to settle the obligation using a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to passage of time is recognised as interest expense. Changes in estimates are reflected in profit or loss in the period they occur.

3. Related Party Relationships and Transactions (Cont'd)

3.2. Key management compensation:

	<u>2012</u> \$	<u>2011</u> \$
Salaries and other short-term employee benefits	<u>58,775</u>	<u>103,407</u>

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the society, directly or indirectly. The above amounts for key management compensation are for one person (2011: two persons).

None of the top three highest paid staff received more than \$100,000 in annual remuneration each.

The above amounts are included under employee benefits expense. Included in the above amounts are the following items:

3.3. Management committee compensation:

	<u>2012</u> \$	<u>2011</u> \$
Remuneration of management committee	<u>6,340</u>	<u>59,476</u>

The management committee, or people connected with them, have not received remuneration, or other benefits, from the Society for which they are responsible, or from institutions connected with the Society except for one person as mentioned above.

There is no claim by the management committee for services provided to the Society, either by reimbursement to the management committee or by providing the committee members with an allowance or by direct payment to a third party.

All management committee are required to read and understand the conflict of interest policy in place and make full disclosure of interests, relationships and holding that could potentially result in conflict of interests. When a conflict of interest situation arises, the members or staff shall abstain from participating in the discussion, decision making and voting on the matter.

4. Tax Deductible Receipts

The Society enjoys a concessionary tax treatment whereby qualifying donors are granted double tax deduction for the donations made to the Society. The current IPC status is granted by Ministry of Health for the period from 1 October 2011 to 30 September 2013.

	<u>2012</u> \$	<u>2011</u> \$
Tax-exempt receipts issued for donations collected	<u>2,434,556</u>	<u>2,149,929</u>

SINGAPORE BUDDHIST FREE CLINIC
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9. Property, Plant and Equipment

	<u>Freehold Land</u> \$	<u>Freehold Building</u> \$	<u>Leasehold Properties</u> \$	<u>Renovations</u> \$	<u>Plant and equipment</u> \$	<u>Total</u> \$
<u>Cost or valuation</u>						
At 1 April 2010	2,000,000	3,336,085	2,582,364	1,533,564	543,962	9,995,975
Additions	-	-	-	700	39,644	40,344
Disposals	-	-	-	(9,149)	(39,375)	(48,524)
At 31 March 2011	2,000,000	3,336,085	2,582,364	1,525,115	544,231	9,987,795
Additions	-	-	-	-	26,367	26,367
Disposals	-	-	-	-	(2,130)	(2,130)
At 31 March 2012	2,000,000	3,336,085	2,582,364	1,525,115	568,468	10,012,032
<u>Presented by:</u>						
Cost	-	3,336,085	-	1,525,115	568,468	5,429,668
Valuation	2,000,000	-	2,582,364	-	-	4,582,364
Total	2,000,000	3,336,085	2,582,364	1,525,115	568,468	10,012,032
<u>Accumulated Depreciation</u>						
At 1 April 2010	-	200,165	818,548	1,069,805	502,924	2,591,442
Depreciation for the year	-	66,721	59,046	81,755	29,219	236,741
Disposals	-	-	-	(9,149)	(39,375)	(48,524)
At 31 March 2011	-	266,886	877,594	1,142,411	492,768	2,779,659
Depreciation for the year	-	66,722	59,046	60,455	34,849	221,072
Disposals	-	-	-	-	(2,130)	(2,130)
At 31 March 2012	-	333,608	936,640	1,202,866	525,487	2,998,601
<u>Net book value</u>						
At 1 April 2010	2,000,000	3,135,920	1,763,816	463,759	41,038	7,404,533
At 31 March 2011	2,000,000	3,069,199	1,704,770	382,704	51,463	7,208,136
At 31 March 2012	2,000,000	3,002,477	1,645,724	322,249	42,981	7,013,431

Fully depreciated plant and equipment still in use had a cost of \$1,940,830 (2011: \$1,722,785).

The freehold land, freehold building and leasehold properties owned by the Society are as follows:

<u>Locations</u>	<u>Term</u>	<u>Remaining leasehold period as at 31 March 2012</u>
a) 48 Lorong 23 Geylang, Singapore 388376	Freehold	-
b) 44 Craig Road Singapore 089682	Leasehold	77 years
c) Block 77 #01-519 Indus Road Singapore 160077	Leasehold	61 years

SINGAPORE BUDDHIST FREE CLINIC
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10. Inventories	<u>2012</u>	<u>2011</u>
	\$	\$
Inventories at cost	<u>58,034</u>	<u>86,735</u>
There are no inventories pledged as security for liabilities.		
11. Other Receivables	<u>2012</u>	<u>2011</u>
	\$	\$
Interest receivable from fixed deposits	<u>10,528</u>	<u>10,286</u>
12. Other Financial Assets	<u>2012</u>	<u>2011</u>
	\$	\$
Quoted investment funds	<u>-</u>	<u>198,677</u>
Movements during the year:		
Fair value at beginning of the year	198,677	193,652
Disposal of other financial assets	(198,677)	-
Increase in fair value through profit or loss (Note 5)	-	5,025
Fair value at end of the year	<u>-</u>	<u>198,677</u>
13. Other Assets	<u>2012</u>	<u>2011</u>
	\$	\$
Prepayments	11,355	15,410
Deposits	<u>10,130</u>	<u>8,750</u>
	<u>21,485</u>	<u>24,160</u>
14. Cash and Cash Equivalents	<u>2012</u>	<u>2011</u>
	\$	\$
Not restricted in use	<u>7,141,216</u>	<u>5,817,805</u>
Interest earning balances	<u>5,893,476</u>	<u>5,168,198</u>

The rate of interest for the cash on interest earning balances was between 0.10% to 1.75% (2011: 0.25% to 2.80) per annum.

18. Financial Instruments: Information on Financial Risks

18A. Classification of Financial Assets and Liabilities

The following table summarises the carrying amount of financial assets and liabilities recorded at the end of the reporting year by FRS 39 categories:

	<u>2012</u>	<u>2011</u>
	\$	\$
<u>Financial assets:</u>		
Cash and cash equivalents	7,141,216	5,817,805
Other receivables	10,528	10,286
Other financial assets	–	198,677
At end of the year	<u>7,151,744</u>	<u>6,026,768</u>
<u>Financial liabilities:</u>		
Trade and other payables measured at amortised cost	<u>89,219</u>	<u>86,620</u>
At end of the year	<u>89,219</u>	<u>86,620</u>

Further quantitative disclosures are included throughout these financial statements.

18B. Financial Risk Management

The main purpose for holding or issuing financial instruments is to raise and manage the finances for the Society's operating, investing and financing activities. There are exposures to the financial risks on the financial instruments such as credit risk, liquidity risk and market risk comprising interest rate, currency risk and price risk exposures. The management has certain practices for the management of financial risks. However these are not documented in formal written documents. The following guidelines are followed: All financial risk management activities are carried out and monitored by senior management staff. All financial risk management activities are carried out following good market practices.

There have been no changes to the exposures to risk; the objectives, policies and processes for managing the risk and the methods used to measure the risk.

18C. Fair Values of Financial Instruments

The financial assets and financial liabilities at amortised cost are at a carrying amount that is a reasonable approximation of fair value.

The fair value measurements are classified using a fair value hierarchy that reflects the significance of the inputs used in making the measurements. The levels are: Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities; Level 2: inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices); and Level 3 inputs for the asset or liability that are not based on observable market data (unobservable inputs).

All the investments in 2011 were at level 1.

19. Changes and Adoption of Financial Reporting Standards

For the reporting year ended 31 March 2012 the following new or revised Singapore Financial Reporting Standards were adopted. The new or revised standards did not require any modification of the measurement method or the presentation in the financial statements.

<u>FRS No.</u>	<u>Title</u>
FRS 1	Presentation of Financial Statements Disclosures (Amendments)
FRS 24	Related Party Disclosures (revised)
FRS 27	Consolidated and Separate Financial Statements (Amendments) (*)
FRS 32	Classification Of Rights Issues (Amendments) (*)
FRS 34	Interim Financial Reporting (Amendments) (*)
FRS 103	Business Combinations (Amendments) (*)
FRS 107	Financial Instruments: Disclosures (Amendments)
FRS 107	Financial Instruments: Disclosures (Amendments) - Transfers of Financial Assets (*)
INT FRS 113	Customer Loyalty Programmes (Amendments) (*)
INT FRS 114	Prepayments of a Minimum Funding Requirement (revised) (*)
INT FRS 115	Agreements for the Construction of Real Estate (*)
INT FRS 119	Extinguishing Financial Liabilities with Equity Instruments (*)

(*) Not relevant to the Society.

20. Future Changes in Financial Reporting Standards

The following new or revised Singapore Financial Reporting Standards that have been issued will be effective in future. The transfer to the new or revised standards from the effective dates is not expected to result in material adjustments to the financial position, results of operations, or cash flows for the following year.

<u>FRS No.</u>	<u>Title</u>	<u>Effective date for periods beginning on or after</u>
FRS 1	Amendments to FRS 1 – Presentation of Items of Other Comprehensive Income	1 Jul 2012
FRS 12	Deferred Tax (Amendments) – Recovery of Underlying Assets (*)	1 Jan 2012
FRS 19	Employee Benefits	1 Jan 2013
FRS 27	Consolidated and Separate Financial Statements (Amendments) (*)	1 Jul 2011
FRS 27	Separate Financial Statements (*)	1 Jan 2013
FRS 28	Investments in Associates and Joint Ventures (*)	1 Jan 2013
FRS 107	Financial Instruments: Disclosures (Amendments) - Transfers of Financial Assets (*)	1 Jul 2011
FRS 110	Consolidated Financial Statements (*)	1 Jan 2013
FRS 111	Joint Arrangements (*)	1 Jan 2013
FRS 112	Disclosure of Interests in Other Entities (*)	1 Jan 2013
FRS 113	Fair Value Measurements	1 Jan 2013

(*) Not relevant to the Society.

Other than the above new or revised Financial Reporting Standards, the Charities Accounting Standard will become effective on 1 July 2011. The Society has up to 1 January 2015 to adopt this Standard.