

SAMPLE FORMAT OF AN ANNUAL REPORT
<Name of Charity>
Annual Report for Year Ended 31 December 2014

The Charity was set up on 01.01.2000 as a society. It was registered under the Charities Act on 01.07.2000.

Unique Entity Number (UEN) : T12345678G

Registered Address : 123 ABC Drive
Singapore 354678

Governing Board Members/Management Committee :

Name	Designation	Date of Appointment

Advisory Council :

Name	Designation	Date of Appointment

Internal Auditor : Mr John Low

Banker : ABC Bank Ltd

Auditor : K.H. Lim & Co.

Investment Adviser(s) : DEF Financial Consulting Co.

Other Adviser(s) : 1) Mr Peter Lee (Legal Adviser)
(please give details) 2) Mr Albert Chan (Religious Adviser)

OBJECTIVE

The objects of the Charity are as follows:

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POLICIES

Funding Sources

The Charity is financially supported by donations from members and government grants.

Memberships

The Charity is open to the public for participation in its charitable activities in helping the social needy. Classes, talks and meditation lessons are also conducted for the public in pursuing of the objects of the Charity.

REVIEW OF YEAR 2014

Staffing

As at 31.12.2014, there are 2 full-time and a part-time administrative staff employed by the Charity

Activities

- Daily Evening Chanting
- Talk on every Tuesday
- Monthly Retreat on last Friday of the month
- Weekly Chinese Class
- Weekly English Class
- Weekly Meditation Class
- Daily free meals to needy at Charity premises

Calendar of Events

- January New Year Celebration
- April Ceremony
- May Celebration
- July Annual General Meeting
- September Extraordinary Annual General Meeting
- October Youth Camp

Other Activities

The Charity had provided educational bursaries to needy students and continued to make donations to the following charities:

- ABC Aged Home
- Home for the Disabled
- Enlighten Children's Home

Fundraising Event and Activity

A charity event was organised in June 2014 to raise fund for GYC Aged Home and an amount of \$ 10,000 was raised from the event.

REVIEW OF FINANCIAL STATE AND EXPLANATION OF MAJOR FINANCIAL TRANSACTIONS

The Charity has a surplus of \$10,000 and an outstanding bank loan has been fully repaid in July 2014. A sum of \$10,000 was paid to PCK Renovation Pte Ltd being payment for renovation works to be carried out on the premises.

REVIEW AND CHANGES IN THE POLICY

The Constitution of the Charity has been amended with approval from Commissioner of Charities and Registrar of Societies in February 2014. An investment policy has also been formulated pending approval from members at the next Annual General Meeting.

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

Land and Building at 123 ABC Drive: Property purchased in 2000 by charity to provide a place for the charity to conduct charitable activities.

FUTURE PLANS AND COMMITMENTS

The Charity plans to build an additional wing to the existing building for meeting purpose. It is also embarking on a project with a local Voluntary Welfare Organisation to provide welfare assistance to those who need it.

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Note:

- Institutions of Public Characters (IPCs) should also disclose its policy relating to the management and avoidance of conflicts of interest in its annual report.
- For charities with gross income or total expenditure exceeding \$500k, please refer to the **Annex** or Charities (Accounts and Annual Report) Regulations for the additional annual report requirements to be fulfilled.

Additional disclosure requirement in Annual Report for Institutions of a Public Character (IPCs)

Section 18 of Charities (Institutions of a Public Character) Regulations:

“Requirements relating to annual report

An institution of a public character shall disclose in its annual report its policy relating to the management and avoidance of conflicts of interest.”

Additional disclosure requirements in annual report for larger charities (with gross income or total expenditure exceeding \$500k)

Section 8 of Charities (Accounts and Annual Report) Regulations:

“Annual report requirements for larger charities

This regulation shall apply to an annual report of a charity required under Section 16 of the Act in respect of a financial year of the charity where the gross income or total expenditure of the charity exceeds \$500,000 -

- (a) the name and date of appointment of the chief executive officer, or the equivalent, of the charity;
- (b) the occupation of each of the current holders of the relevant offices;
- (c) where the current holder of any of the relevant offices has prior to his current term held any of the relevant offices in the charity, the date of his first appointment in each of the relevant offices;
- (d) a listing of the related entities of the charity and, if any of the governing board members of the charity are also persons having the general control and management of the administration of the related entity, the name of each of those members and their designations in the charity and in the related entity;
- (e) the reserves policy of the charity;
- (f) a list of the funds of the charity which are in deficit, if any, with the following details:
 - (i) the purposes of the funds;
 - (ii) the reasons for the deficit;

- (iii) how the charity plans to address the deficit in the fund; and
- (iv) any other details which the Sector Administrator may require; and

(g) the principal funding sources of the charity.”