

Adventist Home for the Elders

Annual General Management Report for Year Ended 31 December 2007

1. Organisational Details:

Adventist Home for the Elders was set up in 21-8-1981. It was registered under the Charities Act on July 28, 1986.

Charity Registration Number:	0358
ROS Registration Number:	ROS139-80-WEL
Sector Administrator:	National Council of Social Services
Business Location:	Blk.195 Kim Keat Avenue #01-294,310-314 Singapore 310195

2. Board of Management:

The members of the Board of Management for 2007 were elected by the Seventh-day Adventist Chinese Church's nominating committee which was held on November 18, 2006

1.	Yuen Fook Kee	Chairman
2.	Cheong Kok Loon	Vice-Chairman
3.	Ong Yew Aik	Treasurer
4.	Tan Swee Kiang	Assistant Treasurer
5.	Han Wee Lan	Secretary
6.	Chan Fong Fong	Assistant Secretary
7.	Seah Siew Beng	Member
8.	Wang Teck Ping Helen	Member
9.	Chin Chong Meng	Member
10.	Yap Yok Lin	Member
11.	Tang Pui Wah	Member
12.	Chan Yit Har	Member

3. Auditor:

Tan, Chan & Partners

4. Objective:

The objective of the Home is to serve the elderly in the spirit of love.

5. Policies

Finance & Funding

The home's funding comes from the church and public donations. The Home also collects nominal fees from the family members of the residents. Such fees are based on their chosen bed status. The lodging fee for the home ranges from \$600-\$800 per month. Laundry service is at \$30.00 per month.

Conflict of Interest Disclosure

All board members do declare potential conflicts of interest at the start of each Board term. When such situation of conflict arises, the Board member concerned shall abstain from discussions and voting. Documentations of the declaration and the decision-making process are put in place.

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 Executive Director).

6. Staff Strength:

As at 31 December, .2007 the breakdown of the staff strength is as follows:

Executive Director	1	Local
Homemaker cum Admin Assistant	1	Local
Nursing aide	1	Foreign
Housekeeper	1	Foreign
Cook	1	Local
Driver	1	Local
<u>Total</u>	<u>6</u>	

7. Occupancy:

There were 33 residents as at 31 December 2007. A breakdown is shown as follows:

Male: 13 (Chinese)

Female: 20 (18 Chinese and 2 Eurasians)

8. Calendar of Events for 2007

- January
Residents' Annual Lunch with Adventist Home for the Elders Board Members
- February
Hongbaos distribution by Council of the Shaw Foundation and Singapore Buddhist Lodge Welfare Foundation to the residents
- March
Annual Chinese New Year luncheon for Senior Citizens at Safra Club by Lions Club of Singapore New Central
- May
New van presentation celebration cum dinner by the Home
Mother's Day celebration by the Home
Vesak Great Joy Party 2007 at Orchid Country Club by Singapore Buddhist Welfare Services
Annual camp fun activities by Raffles Junior College Interaction Club
- June
Annual camp fun activities by Raffles Junior College Interaction Club
Games and crafts and lunch by SengKang Methodist Church
- July
Skits & Singing, Rope Tying by Matua Pathfinders from Guam
Rhythm of Life fund-raising concert at Rock Auditorium
Tea party with songs, Indian dances and Act by Mathur Rashmi & friends
Inter-Racial & Inter- Religious Harmony Nite 2007
- August
Jumble Sale at San Yu Adventist School
- September
Free Health Screening for the Elderly by SATA at the Brisk Walk & Mini Health Fair at San Yu Adventist School
Interaction and games with Broadrick Secondary students
Autumn Celebration by Shuang Lin Monastery
VWO Partners for the Community Fair at Blk. 228 Toa Payoh Lorong 8
- October
Tour to Army Museum cum luncheon, 31st Anniversary celebration by 6th Division HQ SAF
Invitation to dinner at Toa Payoh GRC – Mr. How Kok Tuan
BBQ a Link Hall at Blk. 194 by Toa Payoh GRC

- November
 Introduction of Line Dancing by Helen Wang
 Karaoke session cum dinner at void deck with Karaoke members of the Toa Payoh West CC Sr. Citizen Club
 Visit to Health zone with Compassvale Primary School teachers
 881 movie at Golden Village, Tiong Bahru sponsored by Goodwood Park Hotel
- December
 Caroling and gifts by Glory to God Youth Choir
 Manicure & Pedicure service, Pau snacks and hongbao giving by Carol & friends
 Interactive games and refreshments by Year 3 Business students from Ngee Ann polytechnic
 Singing and interactive games and gifts by Current Affairs & Debating Club of Singapore Polytechnic
 Christmas Party at Kim Keat Link Way by 6th Division HQ SAF
 50th Anniversary Grand Finale dinner at Crown Palace restaurant by Seventh-day Adventist Chinese Church
 Christmas party by students from the Raffles Junior College Interactive Club

9. Key Achievements in 2007

i. Fund Raising concert-“Rhythm of Life”

On 7 July, Adventist Home for the Elders collaborated with the Adventist Nursing and Rehabilitation Centre and Adventist Community Services for a fund- raising concert at Rock Auditorium, Suntec City. The Home received a collection of \$29,471.00 from tax-deductible donations. These donations are to assist the needy and destitute residents of our Home.

ii. Jumble Sales

The Seventh- day Adventist Chinese Church held a fund-raising Jumble Sale on 5th August 2007. Staff of our home participated by taking charge of a cooked food stall. The staff sourced the raw materials for the cooked food from our vendors and donors. The share received by the Home from this Jumble Sale amounted to \$5,315 which was to be put into the Maintenance and Development Fund

iii. Toa Payoh Mid-Autumn Carnival 2007 Community Fair

On 29 September, the Home has participated in the Toa Payoh East Mid-Autumn Carnival 2007 Community Fair. The booth was a joined effort of the Home with the Adventist Community Services (ACS). ACS provided the Health Age Assessment whereas the home contributed freshly squeezed fruit punch to the audience. We had a fairly good crowd visiting our booth. We are

glad that we have created awareness of our Home to our surrounding neighbours. We are happy that we recruited a housewife, Jess to be our volunteer as a result of that night.

iv. **Brisk Walk & Mini Health Fair**

On 2 September 2007, San Yu Adventist School held a Brisk Walk & Mini Health Fair to raise funds for the Moulmein Citizen's Consultative Committee Bursary Awards to help the needy students in Moulmein Ward. Our contribution towards this event in was in the form of the provision of some cream crackers and Milo 3-in-1 sachets for the brisk walk goodie bag.

Seventeen residents participated in the health screening and X-ray screening by SATA at the Health Fair. Two cases of chest abnormalities were detected and the affected residents were referred to the medical doctor for further investigation.

v. **Board Governance Course Training-Led Consultancy**

All board members participated in this training recommended by NCSS. It has helped o enrich Board members of the importance of good corporate governance as well as highlight the various roles of each board member.

10. Review of Financial Statements

Statement of Accounts

Statement of accounts for the financial year ended 31st December 2007 was duly presented for audit (see attached).

Reserve Fund

The Home a balance accumulated fund **of \$506,251 as at 31st December 2007. (\$442,769 as at 31st December 2006)**. We wish to thank our donors, friends and supporters who have made significant contributions to the Home.

11. Future Plans

1. A sum of \$44,487.56 has been budgeted for changing all male residents' bed sets which consist of mattress, mattress covers, plastic lockers and steel beds by February 2008.
2. We are still waiting for the approval to build an active healthy aging multi-purpose hall from National Council of Social Service and Housing Development Board.
3. Whilst our accumulated funds stands at about 2 times the operating expenses for a year, the NCSS guideline is to achieve 5 times the operating expenses: hence we will steadfastly work towards attaining this target.

Dated this 25th May 2008

Prepared by:

YUEN Fook Kee
Chairman

Irene TAN
Executive Director