



# **CORPORATE GOVERNANCE**

## HUMAN RESOURCES MANAGEMENT

CPAS conducts an open review of staff performance annually. During the annual review, staff training and development plans will be determined. Managers and executives are evaluated on (1) achievements of work targets, involvement in association events and projects, and how they have influenced embracing the Association vision and mission, as well as (2) a set of 15 Core Competency such as organisation of work, work attitude, responsibility, adaptability to change among others.

Support staff is evaluated based on work targets set for the year, their involvement in Association events and a set of 10 Core Competencies such as knowledge and skills in the job, reliability, work attitude, interpersonal relationship and others.

A moderation exercise conducted by ED and HR involving all Head of Department takes place at the end of the performance review process to ensure overall performance rating is objective and skewed.

Following the NCSS commissioned AON Hewitt Engagement Survey, CPAS embarked on two projects with Willis Towers Watson to address the areas for improvement in 2017. The key deliverables for the career planning and succession planning project were to identify up to five key job families for career planning, map competencies to the social service sector and identify career pathways and training plans. There were ten key job roles identified for succession planning. For Performance Management module we are identifying and mapping competencies to the social service sector for evaluation. Other deliverables include redesigning the evaluation form to contain KPIs, competencies and development needs as well as to develop a performance management toolkit for managers and employees. CPAS is committed to providing training and development programmes to equip employees with the best learning opportunities. CPAS has sponsored employees Advanced Diploma in Early Childhood Intervention (Special Needs) and Diploma in Special Education as required in their profession. CPAS employees have also attended leadership programmes such as the 5 Levels of Leadership, Leadership with Mentoring, Effective Mentoring and others.

29 Staff received their Long Service Award in 2017, of which 2 of them received their 25th year of service, and another 2 received 20 years of service.

CPAS celebrates and acknowledges staff through “Celebrating YOU” lunches as a way of saying “thank you” for their excellent work. In these sessions, there were health, wellness and nutritional talks to promote healthy lifestyles. CPAS Heart Awards are also given to celebrate and acknowledge the staff for their dedication and contributions in the areas of Going Above and Beyond, Helping Hand and Excellent Customer Service.

# CORPORATE GOVERNANCE

## WHISTLEBLOWING POLICY

Cerebral Palsy Alliance Singapore is committed to serving with integrity and compliance with regulations. CPAS has a whistleblowing policy which provides an avenue for individuals to report wrongdoing safely and without fear of retaliation.

## LENGTH OF SERVICE OF BOARD MEMBERS

In compliance with item 7 of the Governance Evaluation Checklist (GEC) (Advanced Tier) under the Code of Governance, CPAS hereby declares that the following Board members have served more than ten consecutive years:

1. A/Prof Kevin Lim
2. A/Prof Ong Hian Tat

They each possess an invaluable combination of specialised knowledge and area-specific expertise vital to the Board. It is not always possible to locate individuals with similar expertise in their distinctive fields with the passion and ability to serve on the Board.

## REMUNERATION

In compliance with item 27 of the Governance Evaluation Checklist (GEC) (Advanced Tier) under the Code of Governance, CPAS hereby declares that no Board members are remunerated.

In compliance with item 29 of the Governance Evaluation Checklist (GEC) (Advanced Tier) under the Code of Governance, the breakdown below shows a two-year comparison by headcount of the remuneration band.

ANNUAL REMUNERATION		
Remuneration Band	2017	2018
\$100,000-\$200,000	3	4

In compliance with item 30 of the GEC (Advanced Tier) under the Code of Governance, CPAS discloses that there are no paid staff members who are close members of the family of the Executive Head or Board Member.

In compliance with item 5 of the Governance Evaluation Checklist (GEC) (Advanced Tier) under the \*Code of Governance, CPAS declares that all Board members submit themselves for re-nomination and re-appointment at least once every four years, instead of three years.

The reason is that the terms of reference for the terms of Board members' appointment are two terms of two years per term.

POSITION	NAME	YEAR JOINED	ATTENDANCE AT BOARD MEETINGS
Chairman	A/P Kevin Lim	2007	5/5
Vice-Chairman	Mr Satyaki Sengupta	2009	4/5
Secretary	Dr Janice Wong	2008	4/5
Treasurer	Ms Yvonne Chan	2016	5/5
	Ms Foo Siew Fong	2010	5/5
	Ms Koh Kok Loo	2011	5/5
	Mr Mervyn Sirisena*	2017	2/2
Committee Members	Mr Sallim Bin Abdul Kadir*	2017	2/2
	A/P Ong Hian Tat	2005	3/5
	Dr Wu Pang Hung	2005	4/5
	Dr Yoong Siew Lee	2012	4/5
	Ms Tan Yee Deng	2014	5/5
	Ms Chng Wong Yin	2012	5/5

## CONFLICT OF INTEREST POLICY

CPAS has a Conflict of Interest Policy and operating procedures are in place to avoid or manage situations of any actual or perceived conflicts of interest. Board members, committees and employees of CPAS are required to declare on an annual basis or, as and when necessary, make full disclosure of any interests, relationships and holdings that could potentially result in a conflict of interest to their functions and/or employment by CPAS. When a conflict of interest situation arises, the Member/employee shall abstain from participating in the discussion, decision-making and voting on the matter concerned.

In addition, Board members and committees do not receive any remuneration for their services.

# SUB-COMMITTEES

## AUDIT SUB-COMMITTEE REPORT

Chairperson	Dr Janice Wong
Members	Ms Koh Kok Loo Ms Foo Siew Fong, JP, PBM Dr Yoong Siew Lee Mr Sallim Bin Abdul Kadir JP, BBM, PBM
Acting Executive Director Finance Manager HR Manager Assistant Admin Manager	Ms Latha Kutty Ms Nickie Ang Ms Foo Mui Leng Ms June Chan

### About the Audit Sub-Committee

The Audit Sub-Committee was formed in November 2013 to provide the strategic direction to ensure transparency and corporate governance as well as compliance with regulatory bodies.

### In FY17/18

Completed works from 1 April 2017 to 31 March 2018 include:

### Internal Audit

Compliance review with the Code of Governance for Charities & IPC. The composition of sub-committees was reviewed as well as Terms of Reference (TOR). TOR of all sub-committees were enhanced to include terms of office for members. Review of composition to limit staff to one third.

- Independent Review Report by Shared Services on Donation Management, Revenue Receivable, Procurement & Payments. Purchase Requisition form to be completely filled in with the amount spent and the budget balance. Collections from Suzy Doll to be secured with serialised cable ties.
- Independent Review Report by Shared Services on Fixed Assets Management, HR and Payroll processing, Grant Management, Financial Reporting, Cash & Investment Management and PDPA. Increase in money insurance coverage. Greater clarity in defining the types of funds in the Investment & Reserve policy. Implementation of PDPA Consent Form. Proper safeguard

of visitors' logbooks. Approval was given to extend the scope of PDPA review to include coverage for 3 core programmes namely, EIPIC, School and Adult Services.

### External Audit

Conclusion from the External Audit Findings:

- Issuance of unmodified audit opinions
- Significant Risk 1 – Revenue Recognition. No noted significant deficiency over the recognition of donations and classification of income. No noted material exceptions during confirmation requests to NCSS & MOE. Satisfactory results obtained in the completeness & classification of grants and donation incomes.
- Significant Risk 2 – Management Override of Controls. No noted significant or unusual transactions outside the normal course of business for the entity.
- Recording and classification of fund expenditures. No noted significant deficiency over the recording and classification of fund expenses. Utilisation of donations and grants were in accordance to funder's intent for the use of monies.

### Moving forward

- CPAS will look into
- Risk Management
  - Governance Review

## SCHOOL MANAGEMENT SUB-COMMITTEE

Chairperson	A/Prof Kevin Lim PBM
Secretary	Mrs Koh-Lim Ai Lay (Principal)
Hon Treasurer	Ms Yvonne Chan
Members	Mr Satyaki Sengupta Dr Janice Wong Ms Koh Kok Loo Ms Latha Kutty (AED)
MOE Representative	Ms Wong Geok Mei
Parent Representatives	Mr Remy Choo Chin Ku Mr Kagan Gan Keng Aik
NCSS Representative	Mr Sallim Bin Abdul Kadir JP, BBM, PBM

The School Management Committee (SMC) exercises power and authority over the general management, operational policies and directions for the school in accordance with the School Constitution set up by the Ministry of Education (MOE) and the National Council of Social Service (NCSS) for:

The Finance-Investment Subcommittee sets out to:

- a. The effective management of the School, including but not limited to all aspects pertaining to the financial matters, human resource management matters and property matters involving all existing and new buildings, facilities and infrastructure of the School;
- b. The education and well-being of the students of the School; and
- c. The policy for admission of students to the School.

The SMC shall ensure that the School is governed and managed responsibly and prudently and act in the best interest of the students and school.

## FINANCE-INVESTMENT SUB-COMMITTEE

Chairperson	Ms Yvonne Chan
Members	Ms Koh Kok Loo Mr Sallim Bin Abdul Kadir JP, BBM, PBM

The role of the Finance-Investment Subcommittee is to provide strategic direction and leadership in the recommendation of financial/investment policies, targets and budgets that support the mission, values and goals of the organisation.

The Finance-Investment Subcommittee sets out to:

- a. Recommend policies that maintain and improve the financial health and integrity of the organisation;
- b. Review and recommend an annual operating budget and annual capital budget consistent with the long-term financial plan and financial policies;
- c. Review the financial aspects of major proposed transactions, new programmes/ services, as well as proposals to discontinue programmes and services;
- d. Monitor the financial performance of the organisation as a whole and its major programmes/services against approved budgets, long-term trends and industry benchmarks;
- e. Require and monitor corrective actions to bring the organisation into compliance with its budget and other financial targets;
- f. Recommend investment policies to the Board;
- g. Appoint investment advisers/bankers in the establishment of investment portfolio, asset allocation, benchmarks and tolerance bands;
- h. Review investment reports from advisers/bankers;
- i. Consider appropriate opportunistic investments that have the potential to deliver more favourable returns than passive risk-adverse investments; and
- j. Review and report to the Board annually on the investment plan.

---

## FUNDRAISING SUB-COMMITTEE

Chairperson	Mr Mervyn Sirisena
Members	Ms Tan Yee Deng Dr Yoong Siew Lee

The Fundraising subcommittee (FRSC) oversees and provides strategic direction and leadership to ensure the smooth planning, coordination, and implementation of all fundraising activities in support of the programme, projects and activities of CPAS.

The FRSC sets out to:

- a. Develop the fundraising strategy for CPAS
- b. Implement, monitor and evaluate the strategy once it is adopted
- c. Develop project proposals to submit to potential donors and funders
- d. Manage and develop the network of stakeholders; and
- e. Keep policies to ensure honest and ethical fundraising

## NOMINATION SUB-COMMITTEE

Chairperson	A/Prof Kevin Lim PBM
Members	Dr Janice Wong Mr Satyaki Sengupta A/Prof Ong Hian Tat Mr Mervyn Sirisena

The role of the Nomination subcommittee is to provide the Board with strategic direction and leadership on matters relating to appointments.

The Nomination subcommittee meets to discuss and make recommendations to the Board before the Annual General Meeting (AGM).

The Nomination subcommittee sets out to:

- Review the composition of the Board annually to ensure that the Board has an appropriate balance of independent Board members and to ensure an appropriate balance of expertise, skills, attributes and ability among the Board members;
- Identify, invite and groom potential Board member candidates to serve as Board members;
- Nominate individual to be elected as members of the Board; (d} Nominate Board members for election as Office Bearers;
- Take the lead in succession planning; and
- Design and oversee a process of Board Orientation.

---

## STAFF SUB-COMMITTEE

Chairperson	Ms Tan Yee Deng
Members	A/Prof Kevin Lim PBM Dr Janice Wong Ms Yvonne Chan Ms Foo Siew Fong JP, PBM Mr Mervyn Sirisena

The Staff subcommittee provides strategic direction and leadership to appoint, confirm, emplace on permanent or part-time establishment, promote, transfer and exercise disciplinary control over the employees of CPAS.

The Staff subcommittee sets out to actively initiate, help develop, monitor and evaluate strategic Human Resource (HR) actions and policies that will enhance and embed CPAS' reputation as an employer, and enable CPAS to recruit, develop, engage and retain the best staff.



## PROGRAMMES SUBCOMMITTEE

Chairperson	A/Prof Ong Hian Tat
Members	Mr Satyaki Sengupta Dr Yoong Siew Lee Dr Wu Pang Hung

The role of the Programmes subcommittee is to provide strategic direction and leadership to ensure that good practices are observed in meeting the welfare of all students/clients; and to the development of CPAS as a regional centre for Excellent Rehab therapy service, educational development and advocacy.

The Programmes subcommittee sets out to:

- a. Review and monitor progress on students/client matters (e.g. therapy for clients);
- b. Review and endorse exceptional referrals for admission, transfer and/or discharge of students/clients for therapy services, early intervention, special school education and adult services;
- c. Review and endorse recommendations made in relation to the planning and development of projects and resources;
- d. Review and endorse budget and/or financial matters in relation to programmes and clients;
- e. Review and endorse changes to policies and procedures in accordance with the advice/changes from Ministry of Social and Family Development (MSF) and National Council of Social Service (NCSS);
- f. Collaborate with healthcare professionals and government agencies in identifying quality services and updated technology;
- g. Incorporate advanced technology into the development of therapy outcome measures, practice guidelines, quality service indicators of therapy-related practices and the implementation of effective techniques; and
- h. Oversee the growth and development of rehab professionals toward research advocacy and information technology.

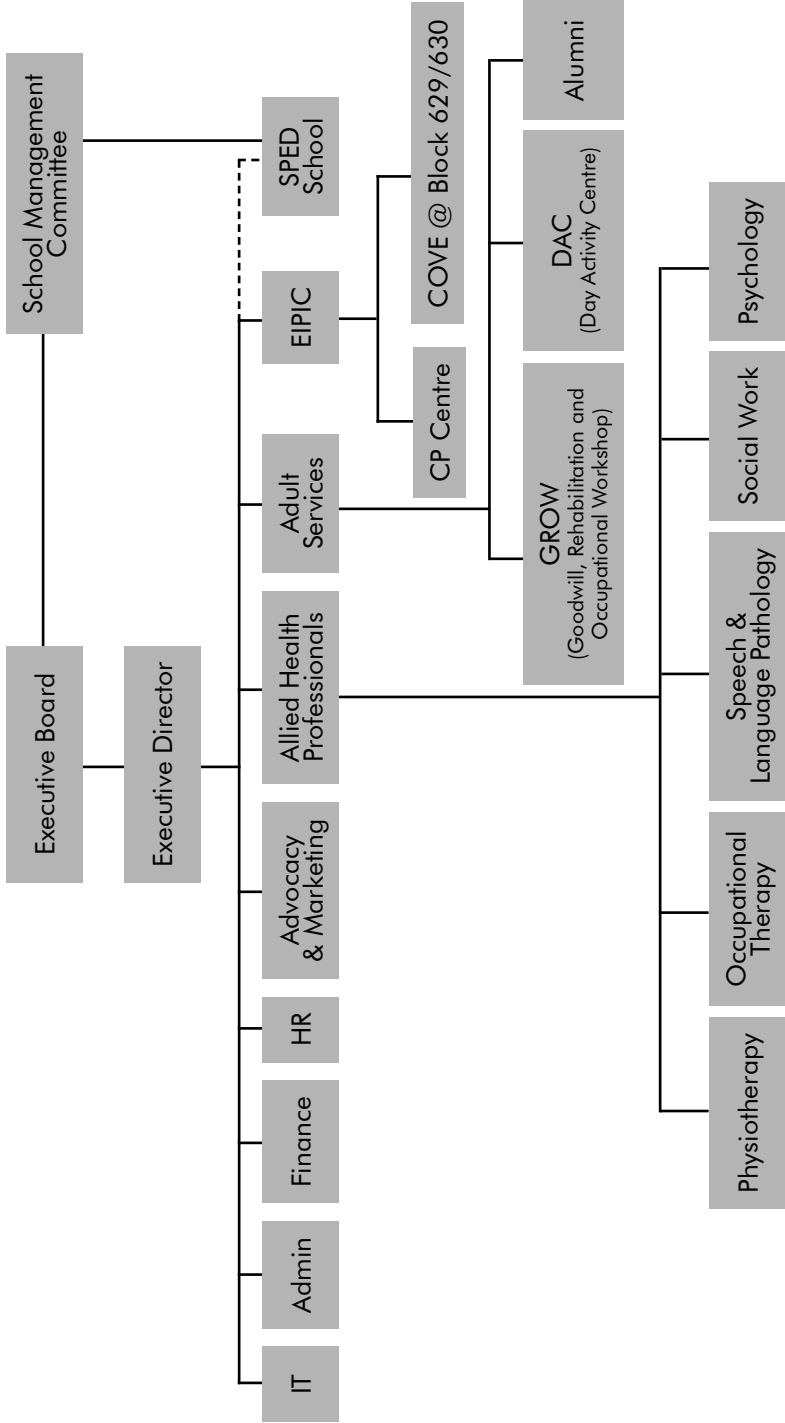
---

## IT WORKGROUP

Chairperson	Ms Chng Wong Yin
-------------	------------------

The IT Workgroup oversees and provides strategic direction and leadership to ensure effective use of IT resources and systems to meet the organisation needs.

# CPAS ORGANISATION CHART



## ADVANCED TIER



S/N	Description	Code ID	Response (Drop list)
<b>Board Governance</b>			
1	<b>Induction</b> and <b>orientation</b> are provided to incoming Board members on joining the Board.	1.1.2	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Are there Board members holding staff<sup>1</sup> appointments? (Skip items 2 and 3 if "No")</b>			<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
2	Staff <sup>1</sup> does <b>not chair</b> the Board and does <b>not comprise more than one-third</b> of the Board.	1.1.3	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
3	There are written job descriptions for their executive functions and operational duties which are <b>distinct from their Board roles</b> .	1.1.5	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
4	There is a <b>maximum limit of four consecutive years</b> for the Treasurer position (or equivalent, e.g. Finance Committee Chairman or person on Board responsible for overseeing the finances of the charity).  Should the charity not have an appointed Board member, it will be taken that the Chairman oversees the finances.	1.1.7	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
5	All Board members submit themselves for <b>re-nomination and re-appointment</b> , at least once every three years.	1.1.8	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
6	The Board conducts regular <b>self-evaluation</b> to assess its performance and effectiveness once per term or every three years, whichever is shorter.	1.1.12	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Are there Board member(s) who have served for more than 10 consecutive years? (Skip item 7 if "No")</b>			<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
7	The charity discloses in its annual report the <b>reasons for retaining Board member(s) who have served for more than 10 consecutive years</b> .	1.1.13	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
8	There are <b>documented terms of reference</b> for the Board and each of its Board committees.	1.2.1	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Conflict of Interest</b>			
9	There are documented procedures for Board members and staff <sup>1</sup> to declare actual or potential <b>conflicts of interest</b> to the Board at the earliest opportunity.	2.1	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
10	Board members <b>do not vote or participate</b> in decision-making on matters where they have a conflict of interest.	2.4	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Strategic Planning</b>			
11	The Board <b>periodically reviews and approves the strategic plan</b> for the charity to ensure that the activities are in line with its objectives.	3.2.2	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
12	There is a documented plan to <b>develop the capacity and capability</b> of the charity and the Board monitors the progress of this plan.	3.2.4	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied

<b>Human Resource and Volunteer<sup>2</sup> Management</b>			
13	The Board approves <b>documented human resource policies</b> for staff <sup>1</sup> .	5.1	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
14	There is a <b>documented Code of Conduct</b> for Board members, staff <sup>1</sup> and volunteers <sup>2</sup> (where applicable) which is approved by the Board.	5.3	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
15	There are processes for regular supervision, appraisal and professional development of staff <sup>1</sup> .	5.5	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Are there volunteers<sup>2</sup> serving in the charity? (Skip item 16 if "No")</b>			<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
16	There are <b>volunteer management policies</b> in place for volunteers <sup>2</sup> .	5.7	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Financial Management and Internal Controls</b>			
17	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.	6.1.1	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
18	The Board ensures <b>internal controls for financial matters</b> in key areas are in place with <b>documented procedures</b> .	6.1.2	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
19	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
20	The Board ensures that there is a process to <b>identify, regularly monitor and review</b> the charity's <b>key risks</b> .	6.1.4	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
21	The Board approves an <b>annual budget</b> for the charity's plans and regularly monitors its expenditure.	6.2.1	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Does the charity invest its reserves, including fixed deposits? (Skip item 22 if "No")</b>			<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
22	The charity has a <b>documented investment policy</b> approved by the Board.	6.4.3	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Fundraising Practices</b>			
<b>Did the charity receive cash donations (solicited or unsolicited) during the year? (Skip item 23 if "No")</b>			<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
23	All collections received (solicited or unsolicited) are <b>properly accounted for</b> and <b>promptly deposited</b> by the charity.	7.2.2	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Did the charity receive donations-in-kind during the year? (Skip item 24 if "No")</b>			<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
24	All donations-in-kind received are <b>properly recorded</b> and <b>accounted for</b> by the charity.	7.2.3	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Disclosure and Transparency</b>			
25	The charity discloses in its annual report: i) Number of Board meetings in the year; and ii) Individual Board member's attendance.	8.2	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Are Board members remunerated for their Board services? (Skip items 26 and 27 if "No")</b>			<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
26	<b>No</b> Board member is involved in setting his or her own remuneration.	2.2	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied



27	The charity discloses the <b>exact</b> remuneration and benefits received by each Board member in its annual report.  <u>OR</u> The charity discloses that no Board members are remunerated.	8.3	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Does the charity employ paid staff<sup>1</sup>? (Skip items 28, 29 and 30 if "No")</b>			<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
28	No staff <sup>1</sup> is involved in setting his or her own remuneration.	2.2	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
29	The charity discloses in its annual report: i) The total annual remuneration (including any remuneration received in its subsidiaries), for <b>each of its three highest paid staff<sup>1</sup></b> , who each receives remuneration <b>exceeding \$100,000</b> , in bands of \$100,000; and ii) If any of the three highest paid staff <sup>1</sup> also serves on the Board of the charity.  <u>OR</u> The charity discloses that <b>none</b> of its staff <sup>1</sup> receives more than \$100,000 in annual remuneration each.	8.4	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
30	The charity discloses the number of paid staff <sup>1</sup> who are close members of the family <sup>3</sup> of the Executive Head or Board Members, who each receives remuneration <b>exceeding \$50,000</b> during the year, in bands of \$100,000.  <u>OR</u> The charity discloses that there is <b>no</b> paid staff <sup>1</sup> who are close members of the family <sup>3</sup> of the Executive Head or Board Member, who receives more than \$50,000 during the year.	8.5	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>Public Image</b>			
31	The charity has a <b>documented communication policy</b> on the release of information about the charity and its activities across all media platforms.	9.2	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied

1 Staff: Paid or unpaid individuals who are involved in the day-to-day operations of the charity, e.g. an Executive Director or Administrative personnel.

2 Volunteer: Persons who willingly give up time for charitable purposes, without expectation of any remuneration. For volunteers who are involved in the day-to-day operations of the charity, they should also abide by the best practices set out in the Code applicable to 'staff'.

3 Close members of the family: Those family members who may be expected to influence, or be influenced by, that person in their dealings with the charity. In most cases, they would include:

- That person's children and spouse;
- Children of that person's spouse; and
- Dependants of that person or that person's spouse.



## DECLARATION

Name	Ms Latha Kutty	
Email	latha@cpas.org.sg	
Contact	Office 6585 5608	Mobile
Designation	Executive Director / <del>Chief Executive Officer</del> / <del>General Manager</del> / <del>Board Member</del>	
<p><input checked="" type="checkbox"/> I declare that my charity's / IPC's governing Board has approved this Governance Evaluation Checklist and authorised me to submit on its behalf.</p> <p>All information given by me in this checklist submission is true to the best of my knowledge and I have not wilfully suppressed any material fact.</p> <p>The full responsibility for providing accurate and updated checklist information will rest with my charity's / IPC's governing Board.</p>		





# FINANCIAL STATEMENTS

<b>FINANCIAL REPORT ON CEREBRAL PALSY ALLIANCE SINGAPORE</b>	<b>13</b>
Statement by Executive Committee	
Independent Auditor’s Report to the Executive Committee	
Statement of Financial Position	
Statement of Comprehensive Income	
Statement of Changes in Funds	
Statement of Cash Flows	
Notes to Financial Statements	
<b>FINANCIAL REPORT ON CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL</b>	<b>43</b>
Statement by Executive Committee	
Independent Auditor’s Report	
Statement of Financial Position	
Statement of Comprehensive Income	
Statement of Changes in Funds and Reserves	
Statement of Cash Flows	
Notes to Financial Statements	
<b>FINANCIAL REPORT ON THE HEADQUARTERS</b>	<b>77</b>
Statement by Executive Committee	
Independent Auditor’s Report	
Statement of Comprehensive Income	
Notes to the Statement of Comprehensive Income	
<b>FINANCIAL REPORT ON THE EARLY INTERVENTION PROGRAMME FOR INFANTS AND CHILDREN</b>	<b>85</b>
Statement by Executive Committee	
Independent Auditor’s Report to the Executive Committee	
Statement of Comprehensive Income	
Statement of Reserves	
Notes to the Statements	
<b>FINANCIAL REPORT ON THE DAY ACTIVITY CENTRE (DAC)</b>	<b>93</b>
Statement by Executive Committee	
Independent Auditor’s Report to the Executive Committee	
Statement of Comprehensive Income	
Statement of Reserves	
Notes to the Statements	
<b>FINANCIAL REPORT ON THE GOODWILL, REHABILITATION AND OCCUPATIONAL WORKSHOP (GROW)</b>	<b>101</b>
Statement by Executive Committee	
Independent Auditor’s Report to the Executive Committee	
Statement of Comprehensive Income	
Statement of Reserves	
Notes to the Statements	
<b>FINANCIAL REPORT ON THE REHABILITATION CENTRE</b>	<b>110</b>
Statement by Executive Committee	
Independent Auditor’s Report to the Executive Committee	
Statement of Comprehensive Income	
Statement of Reserves	
Notes to the Statements	
<b>FINANCIAL REPORT ON THE THERAPY REHABILITATION</b>	<b>110</b>
Statement by Executive Committee	
Independent Auditor’s Report to the Executive Committee	
Statement of Comprehensive Income	
Statement of Reserves	
Notes to the Statements	



**CEREBRAL PALSY ALLIANCE SINGAPORE**  
(Charity Registration No. 00073 and  
Societies Registration No. 0283/1957WEL)

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2018**

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**REPORT AND FINANCIAL STATEMENTS**

C O N T E N T S

	<u>PAGE</u>
Statement by Executive Committee	1
Independent Auditors' Report	2 - 4
Statement of Financial Position	5
Statement of Comprehensive Income	6 - 7
Statement of Changes in Funds	8
Statement of Cash Flows	9
Notes to Financial Statements	10 - 28

GRP2A-MGR/3014509-4068890-FS/KKG/JLKX/JKSY/ZA

**CEREBRAL PALSY ALLIANCE SINGAPORE**  
**STATEMENT BY EXECUTIVE COMMITTEE**

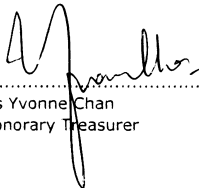
In the opinion of the members of the Executive Committee of Cerebral Palsy Alliance Singapore (the "Association"),

- (a) the financial statements of Cerebral Palsy Alliance Singapore set out on pages 5 to 27 are drawn up in accordance with the provision of the Singapore Societies Act, Chapter 311 (the "Societies Act"), the Charities Act, Chapter 37 and other relevant regulations (the "Charities Act and Regulations") and Financial Reporting Standards in Singapore so as to present fairly, in all material respects, the financial position of the Association's operations as at March 31, 2018 and of the financial performance, changes in funds and cash flows of the Association for the financial year then ended;
- (b) the use of donation moneys is in accordance with the objectives of the Association as required under Regulation 11 of the Charities (Institutions of a Public Character) Regulations;
- (c) the accounting and other records required to be kept by the Association have been properly kept in accordance with the provisions of the Societies Regulations enacted under the Societies Act, the Charities Act and Regulations; and
- (d) the fund-raising appeals held during the period August 2017 to September 2017 have been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Societies Act and proper accounts and other records have been kept of the fund-raising appeals.
- (e) at the date of this statement, there are reasonable grounds to believe that the Association will be able to pay its debts when they fall due.

ON BEHALF OF MEMBERS OF THE  
EXECUTIVE COMMITTEE



.....  
A/Prof Kevin Lim PBM  
Chairman



.....  
Ms Yvonne Chan  
Honorary Treasurer

August 31, 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE**

### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the accompanying financial statements of Cerebral Palsy Alliance Singapore (the "Association"), which comprise the statement of financial position of the Association as at March 31, 2018, and the statement of comprehensive income, statement of changes in funds and statement of cash flows of the Association for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, as set out on pages 5 to 28.

In our opinion, the accompanying financial statements of the Association are properly drawn up in accordance with the provisions of the Societies Act, the Charities Act and Regulations and Financial Reporting Standards in Singapore (FRSs) so as to present fairly, in all material aspects, the financial position of the Association as at March 31, 2018 and of the financial performance, changes in funds and reserves and cash flows of the Association for the year ended on that date.

#### **Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Information Other than the Financial Statements and Auditor's Report Thereon**

Management is responsible for the other information. The other information obtained at the date of the auditor's report is the Statement by the Executive Committee set out on page 1 but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### **Responsibilities of Management and Executive Committee for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of the Societies Act, the Charities Act and Regulations and FRSs, 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 and fair presentation of the financial statements and to maintain accountability of assets.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE**

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

The Executive Committee are responsible for overseeing the Association's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 Association's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- (d) Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- (e) Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Executive Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF  
CEREBRAL PALSY ALLIANCE SINGAPORE**

**Report on Other Legal and Regulatory Requirements**

In our opinion:

- (a) the accounting and other records required to be kept by the Association have been properly kept in accordance with the provisions of the Societies Regulations enacted under the Societies Act, the Charities Act and Regulations; and
- (b) the fund raising appeals head during the period August 2017 to September 2017 have been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Societies Act and proper accounts and other records have been kept of the fund-raising appeals.

During the course of our audit, nothing has come to our attention that causes us to believe that during the year:

- (a) the Association has not used the donation moneys was not in accordance with its objectives as required under Regulation 11 of the Charities (Institutions of a Public Character) Regulations; and
- (b) the Association has not complied with the requirements of Regulation 15 of the Charities (Institutions of a Public Character) Regulations

*Deloitte + Touche CP*

Public Accountants and  
Chartered Accountants  
Singapore

August 31, 2018

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**STATEMENT OF FINANCIAL POSITION**  
**March 31, 2018**

	Note	2018 \$	2017 \$
TRUST FUNDS	14	<u>152,557</u>	<u>120,428</u>
ACCUMULATED FUNDS	6	8,756,831	8,566,316
SPECIFIC FUNDS	7	6,922,134	6,910,877
PROGRAMME DEVELOPMENT FUND		<u>271,432</u>	<u>271,432</u>
		<u>15,950,397</u>	<u>15,748,625</u>
REPRESENTED BY:			
NON-CURRENT ASSET			
Property and equipment	8	8,308,058	8,713,281
CURRENT ASSETS			
Due from Cerebral Palsy Alliance Singapore School ("School") - related party		205,722	171,061
Due from Ministry of Social & Family Development ("MSF")	10	51,314	30
Debtors, prepayments and deposits	11	209,992	171,476
Cash and cash equivalents	12	<u>17,082,098</u>	<u>16,815,882</u>
		<u>17,549,126</u>	<u>17,158,449</u>
LESS: CURRENT LIABILITIES			
Other payables and accrued expenses	13	661,310	578,936
Due to National Council of Social Service ("NCSS")	9	<u>941,649</u>	<u>830,888</u>
		<u>1,602,959</u>	<u>1,409,824</u>
NET CURRENT ASSETS		<u>15,946,167</u>	<u>15,748,625</u>
NON-CURRENT LIABILITY			
Deferred capital donation	15	<u>8,303,828</u>	<u>8,713,281</u>
NET ASSETS		<u>15,950,397</u>	<u>15,748,625</u>
TRUST FUNDS	14	<u>152,557</u>	<u>120,428</u>

See accompanying notes to financial statements.

## CEREBRAL PALSY ALLIANCE SINGAPORE

### STATEMENT OF COMPREHENSIVE INCOME

March 31, 2018

	Note	2018	2017
		\$	\$
<b>INCOME:</b>			
Grants and supplementary funding from NCSS			
- Goodwill Rehabilitation & Occupational Workshop ("GROW")		402,743	404,533
- Early Intervention Programme for Infants & Children ("EIPIC")		772,320	939,078
- Therapy rehabilitation programme		249,995	232,273
- Day Activity Centre ("DAC")		234,159	200,203
- Community silver trust funds		710,248	-
- Care and share funds		97,623	300,000
- Headquarter		128,288	-
Grants from MSF			
- GROW		339,499	339,769
- EIPIC		2,449,010	2,852,804
- DAC		661,385	684,109
- Headquarter		115,458	328,381
- Temporary Occupation License fee ("TOL fee")		147,435	147,435
Tote Board Grant for September		39,312	33,330
VCF training grants		396	30,431
Central Marketing Services ("CMS") Sales		85,100	112,846
Cafe project sales		48,340	48,465
Amortisation of deferred capital donation	15	674,187	649,196
Specific donations		493,380	1,227,042
Unrestricted donations		527,400	134,145
Therapy treatment fees		10,244	6,235
Sales of work by GROW workshop trainees (gross)		61,324	70,892
EIPIC programme fees		568,393	547,158
DAC programme fees		99,090	106,920
Membership fees		400	110
Other income			
- Professional fees for services rendered to School		1,265,969	921,124
- Training and consultancy fees		48,906	126,868
- Wage credit scheme		264,281	280,459
- Recharge of expenses to School		95,349	61,287
- Interest income on bank deposits		104,676	55,534
- Recharge of rental income (TOL fee)		678,537	678,537
- Event collection		-	61,721
- SG Enable for transport subsidy		296,370	277,296
- SG Enable for WRPP		6,490	-
- September Income		154,855	196,558
- NDT/ Bobath		-	231,600
- Hanen LLLI & Talkability Income		44,820	-
- Charity Dinner Income		259,970	194,139
- Internal service rendered		4,851	1,352
- Sundry income		19,860	11,063
Total income		<u>12,160,663</u>	<u>12,492,895</u>



**CEREBRAL PALSY ALLIANCE SINGAPORE**

**STATEMENT OF COMPREHENSIVE INCOME (cont'd)**  
**March 31, 2018**

	Note	2018	2017
		\$	\$
<b>EXPENDITURE</b>			
Manpower and related costs			
- Salaries and related costs		7,592,811	7,343,176
- Medical, insurance and welfare expenses		138,382	101,001
- Training and related expenses		77,381	116,283
General and administrative expenses			
- Communications		26,607	24,172
- Insurance		26,260	22,995
- Audit fees		68,746	54,891
- Transport charges		7,331	4,858
- Supplies and materials		108,438	98,651
- Advertisement expenses		6,296	1,953
- Bank charges		4,302	4,745
- Depreciation	8	674,187	649,196
- Replacement of equipment		13,656	19,401
- Cafe project expenses		-	50
- Miscellaneous expenses		79,284	86,668
- Fixed Assets NBV written off		10,012	-
Upkeep and utilities			
- Maintenance		195,044	194,191
- Utilities		136,649	161,448
- Motor vehicle expenses		14,449	7,930
Programme/Project expenses			
- GROW workshop expenses		48,743	56,893
- DAC meal expenses		5,863	9,386
- CMS expense		69,078	85,746
- SG Enable Transport subsidy		296,370	277,296
- Event expenses		-	61,721
- Public education/campaigns		17,084	22,604
Utilisation of specific funds		1,289,994	923,067
September expenses		35,022	56,798
Tote Board - September		14,157	19,173
Neuro Developmental Treatment ("NDT")/Bobath		1,389	185,094
Charity Dinner - expense		27,017	18,575
- distribution to programmes		-	175,564
Hanan LLLI & Talkability Expense		29,694	-
Community Silver Trust ("CST") - Operating expenses		82,282	108,828
Utilisation of unrestricted donations		30,741	-
Temporary Occupation License ("TOL") fee		825,972	825,972
Others		5,650	-
Total expenditure		<u>11,958,891</u>	<u>11,718,326</u>
<b>Operating surplus, representing total comprehensive income for the year</b>		<u>201,772</u>	<u>774,569</u>

See accompanying notes to financial statements.

**CEREBRAL PALSY ALLIANCE SINGAPORE**  
**STATEMENT OF CHANGES IN FUNDS**  
**March 31, 2018**

Note 6 <----- Specific Funds (Note 7) ----->

	Accumulated Funds	Building Improvement Fund	Furniture and Equipment Fund	GROW Fund	DAC Fund	EPIC Fund	Training and Welfare Fund	Project Welfare Fund	Welfare Fund	Assistive Technology Clinic Fund	Community Silver Trust Fund	Care and Share Fund	Programme Development Fund	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance as at March 31, 2016	8,395,725	1,187,075	449,748	709,549	785,761	790,070	62,855	218,137	893,753	220,712	492,554	496,685	271,432	14,974,056
Net surplus (deficit) representing total comprehensive income/(loss) for the year	170,591	100,068	(100,243)	66,801	80,167	59,557	16,898	399,277	123,029	5,493	(142,104)	(4,965)	-	774,569
Balance as at March 31, 2017	8,566,316	1,287,143	349,505	776,350	865,928	849,627	79,753	617,414	1,016,782	226,205	350,450	491,720	271,432	15,748,625
Net surplus (deficit) representing total comprehensive income/(loss) for the year	190,515	(82,355)	(27,740)	(9,438)	(326)	61,499	(20,253)	95,429	50,101	(16,233)	452,290	(491,717)	-	201,772
Balance as at March 31, 2018	8,756,831	1,204,788	321,765	766,912	865,602	865,602	911,2659	500,712,843	1,066,883	209,972	802,740	3	271,432	15,950,387

See accompanying notes to financial statements.

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**STATEMENT OF CASH FLOWS**

**Year ended March 31, 2018**

	<u>2018</u>	<u>2017</u>
	\$	\$
<b>Operating activities</b>		
Operating surplus	201,772	774,569
Adjustments for:		
Depreciation	674,187	649,196
Interest income	(104,676)	(55,534)
Amortisation of deferred capital donation	(674,187)	(649,196)
Deferred capital donation written off	(10,012)	-
Plant and equipment written off	<u>10,012</u>	<u>-</u>
Operating surplus before movements in working capital	97,096	719,035
Due from School - related party	(34,661)	168,216
Due to NCSS	(97,622)	(204,909)
Due from MSF	(3,565,352)	(4,205,063)
Debtors, prepayments and deposits	19,122	11,919
Other payables and accrued expenses	<u>82,374</u>	<u>55,578</u>
Cash used in operations	(3,499,043)	(3,455,224)
Interest received	<u>47,038</u>	<u>50,809</u>
Net cash used in operating activities	<u>(3,452,005)</u>	<u>(3,404,415)</u>
<b>Investing activity</b>		
Purchase of property and equipment representing net cash used in investing activity	<u>(278,976)</u>	<u>(220,163)</u>
<b>Financing activities</b>		
Capital grant received from MSF	3,514,068	4,952,063
Prior years' under (over) funding from (to) NCSS	10,358	(10,358)
Prior years' claims received from NCSS	198,025	282,000
Increase in deferred capital donation	<u>274,746</u>	<u>220,163</u>
Net cash from financing activities	<u>3,997,197</u>	<u>5,443,868</u>
Net increase in cash and cash equivalents	266,216	1,819,290
Cash and cash equivalents at beginning of year	<u>16,622,898</u>	<u>14,803,608</u>
<b>Cash and cash equivalents at end of year (Note 12)</b>	<u>16,889,114</u>	<u>16,622,898</u>

See accompanying notes to financial statements.

## CEREBRAL PALSY ALLIANCE SINGAPORE

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 1 GENERAL

The Association (Charity Registration No. 00073 and Societies Registration No. 0283/1957WEL) was formed in 1960 under the Societies Act Cap. 311 to raise funds and to develop and maintain welfare and educational services for people with cerebral palsy in Singapore. The Association is domiciled in Singapore with its registered office and principal place of operation at 65 Pasir Ris Drive 1, Cerebral Palsy Centre, Singapore 519529.

The financial statements are measured and presented in Singapore dollars, which is the functional currency of the Association.

The financial statements of the Association for the year ended March 31, 2018 were authorised for issue by the Executive Committee on August 31, 2018.

#### 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**BASIS OF ACCOUNTING** - The financial statements have been prepared in accordance with the historical cost basis, except as disclosed in the accounting policies below, and are drawn up in accordance with the Financial Reporting Standards in Singapore ("FRS") and Charities Act, Chapter 37 and other relevant regulations.

Historical cost is generally based on the fair value of the consideration given in exchange for goods and services.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, regardless of whether that price is directly observable or estimated using another valuation technique. In estimating the fair value of an asset or a liability, the Association takes into account the characteristics of the asset or liability which market participants would take into account when pricing the asset or liability at the measurement date. Fair value for measurement and/or disclosure purposes in these financial statements is determined on such a basis.

**ADOPTION OF NEW AND REVISED STANDARDS** - In the current financial year, the Association has adopted all the new and revised FRSs and Interpretations of FRS ("INT FRS") that are relevant to its operations and effective for annual periods beginning on or after April 1, 2017. The adoption of these new/revised FRSs and INT FRSs does not result in changes to the Association's accounting policies and has no material effect on the amounts reported for the current or prior years.

At the date of authorisation of these financial statements, the following new/revised FRS and amendments to FRS that are relevant to the Association were issued but not effective:

- FRS 109 *Financial Instruments*<sup>1</sup>
- FRS 115 *Revenue from Contracts with Customers (with clarifications issued)*<sup>1</sup>
- FRS 116 *Leases*<sup>2</sup>

<sup>1</sup> Applies to annual periods beginning on or after January 1, 2018, with early application permitted.

<sup>2</sup> Applies to annual periods beginning on or after January 1, 2019, with early adoption permitted for entities that apply FRS 115 at or before the date of initial application of FRS 116.

Consequential amendments were also made to various standards as a result of these new/revised standards.

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

Management anticipates that the adoption of the FRSs and amendments to FRS that were issued at the date of authorisation of these financial statements but effective only in future periods will not have a material impact on the financial statements of the Association in the period of their initial adoption except for the following:

FRS 109 *Financial Instruments*

FRS 109 was issued in December 2014 to replace FRS 39 *Financial Instruments: Recognition and Measurement* and introduced new requirements for (i) the classification and measurement of financial assets and financial liabilities (ii) general hedge accounting (iii) impairment requirements for financial assets.

Key requirements of FRS 109:

- All recognised financial assets that are within the scope of FRS 39 are now required to be subsequently measured at amortised cost or fair value. Specifically, debt investments that are held within a business model whose objective is to collect the contractual cash flows, and that have contractual cash flows that are solely payments of principal and interest on the principal outstanding are generally measured at amortised cost at the end of subsequent accounting periods. Debt instruments that are held within a business model whose objective is achieved both by collecting contractual cash flows and selling financial assets, and that have contractual terms that give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding, are measured at fair value through other comprehensive income (FVTOCI). All other debt investments and equity investments are measured at FVTPL at the end of subsequent accounting periods. In addition, under FRS 109, entities may make an irrevocable election, at initial recognition, to measure an equity investment (that is not held for trading) at FVTOCI, with only dividend income generally recognised in profit or loss.
- With some exceptions, financial liabilities are generally subsequently measured at amortised cost. With regard to the measurement of financial liabilities designated as at FVTPL, FRS 109 requires that the amount of change in fair value of the financial liability that is attributable to changes in the credit risk of that liability is presented in other comprehensive income, unless the recognition of the effects of changes in the liability's credit risk in other comprehensive income would create or enlarge an accounting mismatch to profit or loss. Changes in fair value attributable to a financial liability's credit risk are not subsequently reclassified to profit or loss. Under FRS 39, the entire amount of the change in the fair value of the financial liability designated as at FVTPL is presented in profit or loss.
- In relation to the impairment of financial assets, FRS 109 requires an expected credit loss model, as opposed to an incurred credit loss model under FRS 39. The expected credit loss model requires an entity to account for expected credit losses and changes in those expected credit losses at each reporting date to reflect changes in credit risk since initial recognition. In other words, it is no longer necessary for a credit event to have occurred before credit losses are recognised.
- The new general hedge accounting requirements retain the three types of hedge accounting mechanisms currently available in FRS 39. Under FRS 109, greater flexibility has been introduced to the types of transactions eligible for hedge accounting, specifically broadening the types of instruments that qualify for hedging instruments and the types of risk components of non-financial items that are eligible for hedge accounting. In addition, the effectiveness test has been overhauled and replaced with the principle of an 'economic relationship'. Retrospective assessment of hedge effectiveness is also no longer required. Enhanced disclosure requirements about an entity's risk management activities have also been introduced.

## CEREBRAL PALSY ALLIANCE SINGAPORE

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

Management is currently evaluating the potential impact of the application of FRS 109 *Financial Instruments* on the financial statements of the Association in the period of initial adoption.

#### FRS 115 Revenue from Contracts with Customers

In November 2014, FRS 115 was issued which establishes a single comprehensive model for entities to use in accounting for revenue arising from contracts with customers. FRS 115 will supersede the current revenue recognition guidance including FRS 18 *Revenue*, FRS 11 *Construction Contracts* and the related interpretations when it becomes effective.

The core principle of FRS 115 is that an entity should recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Specifically, the standard introduces a 5-step approach to revenue recognition:

- Step 1: Identify the contract(s) with a customer.
- Step 2: Identify the performance obligations in the contract.
- Step 3: Determine the transaction price.
- Step 4: Allocate the transaction price to the performance obligations in the contract.
- Step 5: Recognise revenue when (or as) the entity satisfies a performance obligation.

Under FRS 115, an entity recognises revenue when (or as) a performance obligation is satisfied, i.e. when "control" of the goods or services underlying the particular performance obligation is transferred to the customer. More prescriptive guidance has been added in FRS 115 to deal with specific scenarios. Furthermore, extensive disclosures are required by FRS 115.

In June 2017, amendments to FRS 115 was issued to provide clarifications on (i) identifying performance obligations (ii) principal versus agent considerations and (iii) licensing application guidance. The amendments also included two additional transition reliefs on contract modifications and completed contracts.

Management anticipates that the initial application of the new FRS 115 will result in changes to the accounting policies relating to revenue recognition. It is currently impracticable to disclose any further information on the known or reasonably estimable impact to the Association's financial statements in the period of initial application as the management has yet to complete its detailed assessment.

#### **FRS 116 Leases**

FRS 116 was issued in June 2016 and it will supersede FRS 17 *Leases* and its associated interpretative guidance.

The Standard provides a comprehensive model for the identification of lease arrangements and their treatment in the financial statements of both lessees and lessors. The identification of leases, distinguishing between leases and service contracts are determined on the basis of whether there is an identified asset controlled by the customer.

Significant changes to lessee accounting are introduced, with the distinction between operating and finance leases removed and assets and liabilities recognised in respect of all leases (subject to limited exceptions for short-term leases and leases of low value assets). The Standard maintains substantially the lessor accounting approach under the predecessor FRS 17.

Management is currently evaluating the potential impact of the application of FRS 116 *Leases* on the financial statements of the Association in the period of initial adoption.

## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

FINANCIAL INSTRUMENTS - Financial assets and financial liabilities are recognised on the Association's statement of financial position when the Association becomes a party to the contractual provisions of the instrument.

#### Effective interest method

The effective interest method is a method of calculating the amortised cost of a financial instrument and of allocating interest income or expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts or payments through the expected life of the financial instrument, or where appropriate, a shorter period.

#### **Financial assets**

##### Cash and cash equivalents

Cash and cash equivalents comprise cash and bank balances and short-term deposits that are readily convertible to a known amount of cash and are subject to an insignificant risk of changes in value.

##### Loans and receivables

Receivables that have fixed or determinable payments that are not quoted in an active market are classified as "loan and receivables". Receivables including amount due from the School and MSF are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method less impairment losses. Interest is recognised by applying the effective interest method, except for short-term receivables when the recognition of interest would be immaterial.

##### Impairment of financial assets

Financial assets, are assessed for indicators of impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the financial assets have been impacted. For financial assets carried at amortised cost, the amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of receivables where the carrying amount is reduced through the use of an allowance account. When a receivable is uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited to the allowance account. Changes in the carrying amount of the allowance account are recognised in income or expenditure.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment loss was recognised, the previously recognised impairment loss is reversed through income or expenditure to the extent the carrying amount of the asset at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

#### **Financial liabilities**

Financial liabilities of the Association are classified according to the substance of the contractual arrangements entered into and the definitions of a financial liability. The accounting policies adopted for specific financial liabilities are set out below.

#### Other payables

Other payables and accrued expenses including amount due to NCSS are initially recognised at fair value, and are subsequently measured at amortised cost, using the effective interest method except for short-term payables when the recognition of interest would be immaterial.

#### Derecognition of financial liabilities

The Association derecognises financial liabilities when, and only when, the Association's obligations are discharged, cancelled or expired.

**TRUST FUNDS** - Monies received for trust funds are credited directly to the respective trust funds' financial statements. Income and expenditure, assets and liabilities of trust funds are segregated from that of the Association.

**ACCUMULATED FUNDS** - The accumulated funds are restricted for the operations of the respective programmes only, for the benefit of its intended clients. In keeping with the funder/donors' intent for the use of the monies, the funds will not be transferred out of the programme for other purposes.

**SPECIFIC FUNDS** - The funds comprise the cumulative operating surplus or deficit arising from the specific income and expenditure account.

#### Building Improvement Fund

The building improvement fund was established in 1989 for renovation, upgrading and maintaining the buildings of the Association.

#### Furniture and Equipment Fund

In 2002, the School Facilities Fund, Office Equipment Fund and Special Project Fund were combined to form the Furniture and Equipment Fund. This fund is used for the purchase of equipment and furniture for the Association.



## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

#### GROW Fund

The workshop fund was established in 1984. Income derived from the workshop projects and cash donations for the workshop are channelled to this fund. The fund is to be utilised for the general welfare of workshop trainees.

#### DAC Fund

This fund is used to help the financial needy clients in the Day Activity Centre ("DAC") to subsidise their transportation fees, programme fees, purchase of assistive rehabilitative aids and welfare needs.

#### EIPIC Fund

This fund is used to help the financial needy children under the Early Intervention Programme for Infants and Children ("EIPIC") in subsidising their fees, purchase of assistive rehabilitative aides and welfare needs.

#### Staff Training and Welfare Fund

This fund is designated for staff training which is one of the key components for upgrading of skills to remain relevant, and staff welfare which promotes staff bonding and provides recognition through long service awards and appreciation.

#### Project Fund

This fund helps to promote the awareness and the image of the Association in general, including public education and awareness programmes such as the newsletter of the Association, information brochures about the specific services the Association provides and awards for the recognition and appreciation of volunteers.

#### Welfare Fund

This fund is used with the objectives of subsidising needy children and workshop trainees for the purchase of medical equipment, rehabilitation and assistive aids, including reimbursement of medical and dental fees inclusive of the purchase of medicine and other expense for the general welfare of needy clients.

#### Assistive Technology Clinic Fund

This fund is used for the purpose of setting up an assistive technology clinic as well as to assist the financially needy clients to purchase assistive equipment.

## CEREBRAL PALSY ALLIANCE SINGAPORE

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### Community Silver Trust Fund

This fund is used to help encourage donations and provide additional resources for service providers in the intermediate and long term care sector. It provides a dollar-for-dollar match for all donations received under the GROW and DAC programmes.

#### Care and Share Fund

This fund helps to build the capabilities and capacities of the social service sector and support social services to meet rising needs. It provides a dollar-for-dollar match for all donations received, excluding donations which are already subjected to dollar matches under other schemes.

PROGRAMME DEVELOPMENT FUND - Programmes receiving NCSS's grant under a "Per Capita" funding policy are allowed to start a Programme Development Fund. This represents the portion of income retained by the Association and is computed based on 50% of unrestricted donations, or 5% of total operating expenditure whichever is lower.

DEFERRED CAPITAL DONATIONS/GRANTS - Donations for the acquisition of capital assets are taken to the Deferred Capital Donation Account and recognised as income over the useful lives of the assets to match the depreciation of the assets purchased with the related donations. Donations received for specific purposes are accounted on a cash basis. This comprises government grants and contributions received from donors to construct, furnish and equip the Association.

LEASES - Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Rental payable under operating leases are charged to income or expenditure on a straight-line basis over the term of the relevant lease.

PROPERTY AND EQUIPMENT - Property and equipment are stated at cost less accumulated depreciation and impairment loss.

Property and equipment costing \$1,000 or less are written off in the year of acquisition.

Depreciation of other property and equipment is calculated on a straight-line basis over the expected useful lives of the assets concerned. The principal annual rates used for this purpose are:

Leasehold land and building	-	3.3%
Furniture and equipment	-	15%
Ambulance	-	10%
Computers	-	100%
Office equipment	-	15%
Renovations	-	10%

## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

The estimated useful lives and depreciation method are reviewed at the end of each reporting period, with the effect of any changes in estimate accounted for on a prospective basis. The gain or loss arising on disposal or retirement of an item of property and equipment is determined as the difference between the sales proceeds and the carrying amounts of the asset and is recognised in income or expenditure.

Fully depreciated assets still in use at the end of the reporting period are retained in the financial statements.

**IMPAIRMENT OF NON-FINANCIAL ASSETS** - At the end of each reporting period, the Association reviews the carrying amounts of its non-financial assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the Association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in income or expenditure.

Where an impairment loss subsequently reverses, the carrying amount of the asset (cash-generating unit) is increased to the revised estimate of its recoverable amount, but only to the extent that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in income or expenditure.

**PROVISIONS** - Provisions are recognised when the Association has a present obligation (legal or constructive) as a result of a past event, it is probable that the Association will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the end of the reporting period, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows.

When some or all of the economic benefits required to settle a provision are expected to be recovered from a third party, the receivable is recognised as an asset if it is virtually certain that reimbursement will be received and the amount of the receivable can be measured reliably.

## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

RECOGNITION OF INCOME AND EXPENDITURE - Income is recognised to the extent that it is probable that the economic benefits will flow to the Association and the revenue can be reliably measured.

Programme fees are recognised when the services are rendered.

Temporary occupation license fees are recognised as income on an accrual basis in the period to which it relates.

#### Cash donations

Cash donations are recognised on a cash basis.

#### Grants from MSF and NCSS

Grants received from MSF and NCSS are recognised in income or expenditure on an accrual basis. Any surplus or deficit of funding will be accounted for after it is finalised with the relevant authorities.

#### Sale of goods

Revenue from the sale of goods is recognised when all the following conditions are satisfied:

- the Association has transferred to the buyer the significant risks and rewards of ownership of the goods;
- the Association retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably;
- it is probable that the economic benefits associated with the transaction will flow to the Association; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

#### Rendering of services

Revenue from rendering of services are recognised when the services are provided.

#### Interest income

Interest income is accrued on a time basis, by reference to the principal outstanding and at the effective interest rate applicable.

## CEREBRAL PALSY ALLIANCE SINGAPORE

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### Expenditure

Expenditure is accounted for on the accrual basis.

**RETIREMENT BENEFIT COSTS** - Payments to defined contribution retirement benefit plans are charged as an expense when employees have rendered the service entitling them to the contributions. Payments made to state-managed retirement benefit schemes, such as the Singapore Central Provident Fund, are dealt with as payments to defined contribution plans where the Association's obligations under the plans are equivalent to those arising in a defined contribution retirement benefit plan.

**EMPLOYEE LEAVE ENTITLEMENT** - Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the end of the reporting period.

**RESERVES POLICY** - The Association shall at all times hold in its reserve funds liquidity equal or more than 6 months projected recurrent operating expenses from General Fund, and 12 months projected expenditure from Specific Fund.

### 3 CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the Association's accounting policies, which are described in Note 2, management is required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

#### ***Critical judgements in applying the Association's accounting policies***

In the application of the Association's accounting policies, which are described in Note 2, management is not aware of any critical judgements that would have significant effect on the amounts recognised in the financial statements.

#### ***Key sources of estimation uncertainty***

The Association does not have any key sources of estimation uncertainty at the end of the reporting period that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

## CEREBRAL PALSY ALLIANCE SINGAPORE

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 4 FINANCIAL INSTRUMENTS, FINANCIAL RISK AND CAPITAL RISK MANAGEMENT

##### a) Categories of financial instruments

The following table sets out the financial instruments of the Association at the end of the reporting period:

	<u>2018</u>	<u>2017</u>
	\$	\$
<b>Financial assets</b>		
Loans and receivables (including cash and cash equivalents)	<u>17,520,200</u>	<u>17,141,807</u>
<b>Financial liabilities</b>		
Amortised cost	<u>1,602,959</u>	<u>1,409,824</u>

##### b) Financial risk management policies and objectives

The Association has limited exposure to financial risks. There has been no change to the Association's exposure to the financial risks or the manner in which it manages and measures these risks.

The Association is primarily funded via grants and donations and it attempts to ensure sufficient liquidity at all times through efficient cash management. It places its cash with creditworthy financial institutions. In 2018, the Association was exposed to a concentration of credit risk with respect to amounts due from certain institutions and government agencies, which represented 80% (2017: 65%) of total receivables at the end of the reporting period.

Changes in interest rates do not have a material impact on the Association as it does not have any interest-bearing liabilities and its interest-bearing asset only relates to fixed deposits. There are no foreign currency transactions.

The financial liabilities are non-interest bearing and repayable on demand or due within one year from the end of the reporting period.

The carrying values of financial assets and liabilities reported in the statement of financial position approximate their fair values, due to the relatively short-term maturity of these financial instruments.

##### c) Capital risk management policies and objectives

The Association reviews its capital structure at least annually to ensure that the Association will be able to continue as a going concern. The capital structure of the Association comprises mainly its accumulated funds, grants from NCSS and MSF. The Association's overall strategy remains unchanged from 2017.

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

5 RELATED PARTY TRANSACTIONS

Some of the Association's transactions and arrangements are with a related party and the effect of these on the basis determined between the parties is reflected in these financial statements. The balances are unsecured, interest-free and repayable on demand.

	<u>2018</u>	<u>2017</u>
	\$	\$
<u>Transactions with CPAS School</u>		
Professional fees received/ receivable	(1,242,826)	(921,124)
Income from recharge of TOL fee	(678,537)	(678,537)
Income from recharge of expenses	<u>(95,349)</u>	<u>(61,287)</u>

Compensation of key management personnel

The remuneration of members of key management during the year was as follows:

	<u>2018</u>	<u>2017</u>
	\$	\$
Short-term benefits	156,778	161,270
Post employment benefits	<u>12,782</u>	<u>17,347</u>
	<u>169,560</u>	<u>178,617</u>

Remuneration Band

The number of members of key management with remuneration within the below band during the year was as follows:

	<u>2018</u>	<u>2017</u>
	\$	\$
\$100,000 to \$200,000*	<u>4</u>	<u>3</u>

\* Comprised of salary and bonus.

## CEREBRAL PALSY ALLIANCE SINGAPORE

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 6 ACCUMULATED FUNDS

Accumulated funds included Ministry of Social and Family ("MSF") and National Council of Social Services ("NCSS") funded programmes that are restricted for use in the operations of the respective programmes only.

The assets held under each specific fund mainly comprise cash and cash equivalents.

Accumulated funds are analysed as follows:

	<u>2018</u>
	\$
Accumulated funds balance as at March 31, 2018	8,756,831
Less: Amount restricted for programmes	
Restricted for EIPIC programme	2,425,322
Restricted for DAC programme	331,808
Restricted for GROW programme	15,964
Restricted for Rehab Centre	(762,372)
Restricted for Therapy Rehab	<u>(1,191,644)</u>
	<u>819,078</u>
Unrestricted accumulated funds as at March 31, 2018	<u>7,937,753</u>



**CEREBRAL PALSY ALLIANCE SINGAPORE**  
**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2018**

**7 SPECIFIC FUNDS**

	Building improvement fund	Furniture and equipment fund	GROW fund	DAC fund	EPIC fund	Staff training and welfare fund	Project fund	Welfare fund	Assistive technology clinic fund	Community silver trust fund	Care and share fund	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Balance at March 31, 2016</b>	1,187,075	449,748	709,549	785,761	790,070	62,855	218,137	893,753	220,712	492,554	496,685	6,306,899
Income												
- Donations received	201,908	16,845	120,714	93,150	101,545	40,000	417,081	214,442	21,353	-	300,000	1,527,038
Expenditure	(101,840)	(117,088)	(53,913)	(12,983)	(41,988)	(23,102)	(17,804)	(91,413)	(15,860)	(142,104)	(304,965)	(923,060)
- Specific expenditure												
Net surplus (deficit) representing total comprehensive income (loss) for the year	100,068	(100,243)	66,801	80,167	59,557	16,898	399,277	123,029	5,493	(142,104)	(4,965)	603,978
<b>Balance at March 31, 2017</b>	1,287,143	349,505	776,350	865,928	849,627	79,753	617,414	1,016,782	226,205	350,450	491,720	6,510,877
Income												
- Donations received	13,319	16,987	72,016	42,982	120,453	-	130,593	97,030	-	710,248	97,623	1,301,251
Expenditure	(95,674)	(44,727)	(81,454)	(43,308)	(58,954)	(20,253)	(35,164)	(46,929)	(16,233)	(257,988)	(589,340)	(1,289,994)
- Specific expenditure												
Net surplus (deficit) representing total comprehensive income (loss) for the year	(82,355)	(27,740)	(9,438)	(326)	61,499	(20,253)	95,429	50,101	(16,233)	452,290	(491,717)	11,257
<b>Balance at March 31, 2018</b>	1,204,788	321,765	766,912	865,602	911,126	59,500	712,843	1,066,883	209,972	802,740	3	6,922,134

Specific funds are restricted for the use of specific programmes only.

**CEREBRAL PALSY ALLIANCE SINGAPORE**  
**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2018**

**8 PROPERTY AND EQUIPMENT**

	Leasehold land and building	Furniture and equipment	Ambulance	Computers	Office equipment	Renovations	Total
	\$	\$	\$	\$	\$	\$	\$
Cost:							
As at March 31, 2016	13,774,808	603,128	371,867	251,201	276,037	615,954	15,892,995
Additions	-	62,313	-	47,313	50,627	59,910	220,163
As at March 31, 2017	13,774,808	665,441	371,867	298,514	326,664	675,864	16,113,158
Additions	-	12,462	-	96,011	44,952	125,551	278,976
Less: Written Off	-	(6,888)	-	-	(1,707)	(6,287)	(14,882)
As at March 31, 2018	13,774,808	671,015	371,867	394,525	369,909	795,128	16,377,252
Accumulated depreciation:							
As at March 31, 2016	5,529,783	536,967	245,727	229,824	98,106	110,274	6,750,681
Depreciation	454,569	15,161	37,187	39,106	37,648	65,525	649,196
As at March 31, 2017	5,984,352	552,128	282,914	268,930	135,754	175,799	7,399,877
Depreciation	454,569	23,046	37,187	45,477	41,914	71,994	674,187
Less: Written Off	-	(3,304)	-	-	(384)	(1,182)	(4,870)
As at March 31, 2018	6,438,921	571,870	320,101	314,407	177,284	246,611	8,069,194
Carrying amount:							
As at March 31, 2018	7,335,887	99,145	51,766	80,118	192,625	548,517	8,308,058*
As at March 31, 2017	7,790,456	113,313	88,953	29,584	190,910	500,065	8,713,281

\* Amount \$8,308,058 (2017: \$8,713,281) of Property & Equipment comprised of \$8,303,828 (2017: \$8,713,281) from deferred capital donations and \$4,230 (2017: \$Nil) from capital expenditure.

## CEREBRAL PALSY ALLIANCE SINGAPORE

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 9 DUE TO NCSS

	2018	2017
	\$	\$
Balance at beginning of year	830,888	764,155
Payment from (to) NCSS for prior years' under (over) funding	10,358	(10,358)
Prior year claims received during the year	198,025	282,000
Accruals on grant	<u>(97,622)</u>	<u>(204,909)</u>
Balance at end of year	<u>941,649</u>	<u>830,888</u>

#### 10 DUE FROM MSF

	2018	2017
	\$	\$
Balance at beginning of year	30	747,030
Claims on capital grants during the year	3,565,352	4,205,063
Capital grants received	<u>(3,514,068)</u>	<u>(4,952,063)</u>
Balance at end of year	<u>51,314</u>	<u>30</u>

#### 11 DEBTORS, PREPAYMENTS AND DEPOSITS

	2018	2017
	\$	\$
Other debtors	95,557	120,438
Prepayments	28,926	16,642
Deposits	<u>85,509</u>	<u>34,396</u>
	<u>209,992</u>	<u>171,476</u>

Included in other debtors is an amount of interest receivable from fixed deposits of \$57,638 (2017: \$4,725).

#### 12 CASH AND CASH EQUIVALENTS

	2018	2017
	\$	\$
Fixed deposits with banks	8,237,703	8,136,858
Cash at banks	<u>8,844,395</u>	<u>8,679,024</u>
	17,082,098	16,815,882
Fixed deposits under pledge	<u>(192,984)</u>	<u>(192,984)</u>
Cash and cash equivalents in the statement of cash flows	<u>16,889,114</u>	<u>16,622,898</u>

The fixed deposits bore an effective interest rate ranging between 0.15% to 1.50% (2017: 0.15% to 1.40%) per annum with a tenure ranging from 1 month to 21 months (2017: 1 week to 21 months). The deposits are readily convertible to cash at minimal cost.

Fixed deposits under pledge are pledged to a bank as security for issuance of a banker's guarantee provided to the Association.

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

13 OTHER PAYABLES AND ACCRUED EXPENSES

	<u>2018</u>	<u>2017</u>
	\$	\$
Other creditors	387,749	315,242
Accrued expenses	<u>273,561</u>	<u>263,694</u>
	<u>661,310</u>	<u>578,936</u>

14 TRUST FUNDS

	<u>2018</u>	<u>2017</u>
	\$	\$
Trust funds	<u>152,557</u>	<u>120,428</u>

Trust funds represent specific financial assistance provided by Lee Foundation.

Movement of trust funds:

	<u>2018</u>	<u>2017</u>
	\$	\$
Balance at beginning of year	120,428	117,073
Amount disbursed	(270,090)	(199,265)
Amount received	<u>302,219</u>	<u>202,620</u>
Balance at end of year	<u>152,557</u>	<u>120,428</u>

Assets relating to the trust funds comprised cash and bank balances of \$152,557 (2017: \$120,428).

## CEREBRAL PALSY ALLIANCE SINGAPORE

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 15 DEFERRED CAPITAL DONATION

This fund was set up in 2004 to record donations received and funds from MSF and MOE for the cost of the leasehold land and building and furniture and equipment at 65 Pasir Ris Drive 1, Cerebral Palsy Centre, Singapore 519529 which will be amortised based on the estimated useful life of the land and building and furniture and equipment.

	<u>2018</u>	<u>2017</u>
	\$	\$
Capital grant and donations received:		
Balance at beginning of year	16,113,158	15,892,995
Additions:		
- Furniture and equipment	12,462	62,313
- Computers	96,011	47,313
- Office equipment	40,722	50,627
- Renovations	125,551	59,910
Less: Written Off	<u>(14,882)</u>	<u>-</u>
Balance at end of year	<u>16,373,022</u>	<u>16,113,158</u>
Accumulated amortisation:		
Balance at beginning of year	7,399,877	6,750,681
Amortisation	674,187	649,196
Less: Written Off	<u>(4,870)</u>	<u>-</u>
Balance at end of year	<u>8,069,194</u>	<u>7,399,877</u>
Net	<u>8,303,828</u>	<u>8,713,281</u>

#### 16 MANPOWER COSTS

	<u>2018</u>	<u>2017</u>
	\$	\$
Costs of defined contribution plans included in manpower costs	<u>954,447</u>	<u>939,200</u>

#### 17 FUNDRAISING COSTS

	<u>2018</u>	<u>2017</u>
	\$	\$
September Event	35,022	56,798
Charity Dinner Event	<u>27,017</u>	<u>18,575</u>
	<u>62,039</u>	<u>75,373</u>

Fundraising costs from the September event represent approximately 22.62% (2017: 28.90%) of the total Gross receipts from this event.

Fundraising costs from the Charity Dinner Event represent approximately 10.39% (2017: 9.57%) of the total gross receipts from this event.

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

18 TAXATION

All registered and exempt charities will enjoy automatic income tax exemption and charities do not need to file income tax effective from Year of Assessment 2008.

19 TAX EXEMPT RECEIPT

Cerebral Palsy Alliance Singapore enjoys a concessionary tax treatment whereby qualifying donors are granted 2.5 times tax deduction for the donations made to the Association.

	<u>2018</u>	<u>2017</u>
	\$	\$
Donations for which tax exempt receipts were issued	<u>919,843</u>	<u>1,079,379</u>

20 COMMITMENT

At the end of the reporting period, the Association has outstanding commitments under non-cancellable operating leases, contracted between the Association and the Singapore Land Authority, at a monthly rate of \$64,328, for a period of three years ending December 31, 2018.

The monthly lease payments (including Goods and Services Tax) of \$12,286 and \$56,545 (2017: \$12,286 and \$56,545) were reimbursed by MSF and MOE to the Association and a related party respectively.

**CEREBRAL PALSY ALLIANCE  
SINGAPORE SCHOOL  
(Charity Registration No. 00073 and  
Societies Registration No. 0283/1957WEL)**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2018**

# **CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

## **REPORT AND FINANCIAL STATEMENTS**

### **C O N T E N T S**

	<u>PAGE</u>
Statement by Executive Committee	1
Independent Auditor's Report	2 - 4
Statement of Financial Position	5
Statement of Comprehensive Income	6 - 7
Statement of Changes in Funds and Reserves	8 - 9
Statement of Cash Flows	10
Notes to Financial Statements	11 - 32



## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### STATEMENT BY THE EXECUTIVE COMMITTEE

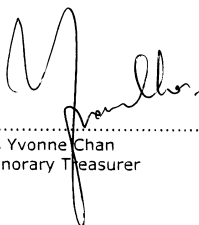
In the opinion of the members of the Executive Committee,

- a) the financial statements of Cerebral Palsy Alliance Singapore School set out on pages 5 to 32 are drawn up in accordance with the provisions of the Singapore Societies Act, Chapter 311 (the "Societies Act"), the Charities Act, Chapter 37 and other relevant regulations (the "Charities Act and Regulations"), Financial Reporting Standards in Singapore and the rules and regulations issued by the Ministry of Education so as to present fairly, in all material respects, the financial position of the School's operations as at March 31, 2018 and the financial performance, changes in funds and reserves and cash flows of the School for the year then ended;
- b) the receipt, expenditure and investment of monies and the acquisition and disposal of assets by the School during the year have been in accordance with the Rules and Regulations issued by the Ministry of Education;
- c) the donation money have been used in accordance with the objectives of the School as required under regulation 11 of the Charities (Institution of a Public Character) Regulations;
- d) the accounting and other records required by the Charities Act to be kept by the School have been properly kept in accordance with the provisions of the Charities Act; and
- e) at the date of this statement, there are reasonable grounds to believe that the School will be able to pay its debts when they fall due.

ON BEHALF OF MEMBERS OF THE  
EXECUTIVE COMMITTEE



.....  
A/Prof Kevin Lim PBM  
Chairman



.....  
Ms Yvonne Chan  
Honorary Treasurer

Singapore  
August 31, 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF**

### **CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

#### **Report on the Audit of the Financial Statements**

##### **Opinion**

We have audited the accompanying financial statements of Cerebral Palsy Alliance Singapore School (the "School"), which comprise the statement of financial position of the School as at March 31, 2018, and the statement of comprehensive income, statement of changes in funds and reserves and statement of cash flows of the School for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, as set out on pages 5 to 32.

In our opinion, the accompanying financial statements of the School are properly drawn up in accordance with the provisions of the Societies Act, Charities Act and Financial Reporting Standards in Singapore ("FRSs") so as to present fairly, in all material aspects, the financial position of the School as at March 31, 2018 and of the financial performance, changes in funds and reserves and cash flows of the School for the year ended on that date.

##### **Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the School in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### **Information Other than the Financial Statements and Auditor's Report Thereon**

Management is responsible for the other information. The other information obtained at the date of this auditor's report is Statement by the Executive Committee, as set out on page 1. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

### **Responsibilities of School Management Committee for the Financial Statements**

The School Management Committee is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of the Singapore Societies Act, Chapter 311 (the "Societies Act"), the Singapore Charities Act, Chapter 37 (the "Charities Act") and FRSS and the Rules and Regulations issued by the Ministry of Education, 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 and fair presentation of the financial statements and to maintain accountability of assets.

In preparing the financial statements, the School Management Committee is responsible for assessing the School's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the School Management Committee either intends to liquidate the School or to cease operations, or has no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 School's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the School Management Committee.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

- (d) Conclude on the appropriateness of the School Management Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- (e) Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the School Management Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### **Report on Other Legal and Regulatory Requirements**

In our opinion, the accounting and other records required by the Charities Act and regulations enacted under the Societies Act to be kept by the School have been properly kept in accordance with the provisions of the Charities Act and those regulations under the Societies Act.

During the course of our audit, nothing has come to our attention that caused us to believe that during the financial year,

- (i) the receipt, expenditure and investment of monies and the acquisition and disposal of assets by the School have not been carried out in accordance with the Rules and Regulations issued by the Ministry of Education; and
- (ii) the use of the donation moneys was not in accordance with the objectives of the School as required under regulation 16 of the Charities (Institutions of a Public Character) Regulations.

*Deloitte & Touche LLP*

Public Accountants and  
Chartered Accountants  
Singapore

August 31, 2018

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL****STATEMENT OF FINANCIAL POSITION****March 31, 2018**

	Note	2018	2017
		\$	\$
<b>CURRENT ASSET</b>			
Cash and cash equivalents		3,889,480	3,682,432
Other receivables and prepayments	6	<u>37,013</u>	<u>16,209</u>
		<u>3,926,493</u>	<u>3,698,641</u>
<b>NON-CURRENT ASSET</b>			
Equipment	7	<u>641,991</u>	<u>482,726</u>
LESS:			
<b>CURRENT LIABILITIES</b>			
Due to Cerebral Palsy Alliance Singapore ("HQ")		169,912	171,061
Other payables and accrued expenses	8	<u>312,124</u>	<u>264,908</u>
		<u>482,036</u>	<u>435,969</u>
<b>NON-CURRENT LIABILITY</b>			
Deferred capital donation	9	<u>521,354</u>	<u>445,212</u>
<b>NET ASSETS</b>			
		<u>3,565,094</u>	<u>3,300,186</u>
Trust fund	10	<u>31,324</u>	<u>33,025</u>
<b>Represented by:</b>			
<b>FUNDS AND RESERVES</b>			
General reserves		2,964,860	2,754,816
Specific funds	11	562,101	522,737
Unrestricted funds		34,879	19,379
Programme development funds		<u>3,254</u>	<u>3,254</u>
		<u>3,565,094</u>	<u>3,300,186</u>
Trust fund	10	<u>31,324</u>	<u>33,025</u>

See accompanying notes to financial statements.

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### STATEMENT OF COMPREHENSIVE INCOME

March 31, 2018

	Note	2018	2017
		\$	\$
<b>INCOME:</b>			
Grant from MOE			
- Total Operating Expenditure		3,740,387	3,543,916
- Annual Adjustments for Prior Financial Year		48,375	(18,695)
- Provision of Administrative Manager		95,091	92,247
- Temporary occupation license (TOL) fee		678,537	678,537
- MOE Information and Communication Technologies ("ICT")		82,586	90,237
- Training vote & Additional Training Vote		73,054	3,132
- Curriculum Enhancement Fund		15,685	-
- S2W Start-up Fund		49,000	-
- Transition Planning Co-ordinator		64,496	-
- Edusave grant		26,575	26,175
- Opportunity Grant		1,341	-
- High Needs Grant		128,075	96,562
- MOE Annual Grant for Discretionary Financial Assistance ("DFA")		8,835	12,400
- Secondment fund		93,517	54,267
- School meal programme		26,287	12,251
- Contract Teaching Resources		78,906	58,166
- Parent Support Group		2,500	1,017
- SPED FAS		15,550	12,452
- SPG – Public Transport Subsidy		240	600
Grant from NCSS			
NCSS Community Funding for S.E.T			
- Total Operating Expenditure	12	1,535,179	1,361,725
Grant from Tote Board			
- NAC Tote Board Fund		7,056	11,064
Grant from MSF			
- VWO Transport Subsidies		139,518	146,202
School fees			
- Local student		44,003	46,972
Donations			
- Unrestricted		15,500	20,867
- Specific Fund/Donations	13	166,610	202,921
- Building maintenance and facility fund		-	83,036
Amortisation of deferred capital donation	9	88,522	60,514
Miscellaneous/Other Income			
- Interest income		124	124
- Miscellaneous income		1,054	1,000
- Minimart sales		2,696	4,677
- Others		1,108	2,770
<b>Total income</b>		<b>7,230,407</b>	<b>6,605,136</b>

See accompanying notes to financial statements.

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**STATEMENT OF COMPREHENSIVE INCOME (cont'd)  
March 31, 2018**

	<u>Note</u>	<u>2018</u>	<u>2017</u>
		\$	\$
<b>Expenditure:</b>			
Manpower and related costs			
- MOE Seconded staff		184,027	176,930
- Other teaching staff		2,947,352	2,780,595
- Professional staff		58,391	54,489
- Support staff		379,623	344,206
- Staff Welfare		29,561	30,810
School management expenses			
- Supplies and materials		19,668	30,271
- School function activities		16,349	3,425
- HQ expenses recharged	5	95,349	61,287
- Parent Support Group Expense		-	2,538
- Public Transport Subsidy		-	360
General and administrative expenses			
- Professional fees and other services		1,303,128	983,762
- Communications		10,302	6,261
- Minimart expenses		2,207	2,489
- Others		47,713	4,866
Transport subsidy		139,518	146,202
Upkeep and utilities			
- Repairs and maintenance		135,225	127,542
- Utilities		65,348	82,465
TOL fees recharged	5	678,537	678,537
Utilisation of unrestricted fund		-	97,284
Utilisation of specific fund/donation		582,389	610,024
Utilisation for S2W Start-up fund		49,000	-
Utilisation of contract teaching resources		78,906	-
Utilisation for SPED Financial Assistance Scheme		15,550	13,244
Utilisation for School Meal Programme		10,847	-
Depreciation	7	116,509	84,315
<b>Total expenditure</b>		<b>6,965,499</b>	<b>6,321,902</b>
<b>Operating surplus, representing total comprehensive income for the year</b>		<b>264,908</b>	<b>283,234</b>

See accompanying notes to financial statements.

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**  
**STATEMENT OF CHANGES IN FUNDS AND RESERVES**  
**March 31, 2018**

	Specific Funds (Note 11)																
	General Reserves Fund	Unrestricted Fund	Building and Improvement Fund	School Functions Fund	Programme Enhancement Fund	Pupil Welfare Fund	MOE Annual Grant for Disability Financial Assistance (DFA) Fund	EduSave Grant Fund	Training Votes Fund	Opportunity Fund	ICT/MAC Total Fund	President Challenge Fund	Care And Share Fund	(B) Curriculum Enhancement Fund	Children's Charities Association Fund	Transport Subsidy Fund	Programme Development Fund
<b>Balance at April 1, 2016</b>	2,295,756	95,795	26,800	18,168	89,138	44,398	-	9,657	146,616	10,516	11,133	4,828	148,611	56,914	-	57,368	3,254
Net surplus (deficit) transferred from (to) statement of comprehensive income excluding over/underfunding	461,060	(76,416)	59,597	(18,168)	(42,132)	(775)	8,325	(9,657)	(114,970)	(17,660)	9,731	-	(148,611)	(18,549)	48,000	(127,559)	-
<b>Balance at March 31, 2017</b>	2,754,816	19,379	86,397	-	47,006	43,623	8,325	-	31,646	8,756	20,864	4,828	-	38,365	48,000	184,927	3,254
Reclassification	(240)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net surplus (deficit) transferred from (to) statement of comprehensive income excluding over/underfunding	210,284	15,500	(976)	-	(46,006)	(1,654)	2,892	-	5,328	(4,988)	(8,770)	-	-	(21,321)	(14,327)	20,127	-
<b>Balance at March 31, 2018</b>	2,964,860	34,879	85,421	-	1,000	41,969	11,217	-	36,974	3,768	12,094	4,828	-	17,044	33,673	205,054	3,254

See accompanying notes to financial statements.



**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**  
**STATEMENT OF CHANGES IN FUNDS AND RESERVES**  
**March 31, 2018**

	Special Funds (Note 11)					
	School Meal Programme	MOE Public Transport Subsidy	Secondment Fund	Parent Support Group	Total	
	↓	↓	↓	↓	↓	↓
<b>Balance at April 1, 2016</b>	-	-	-	-	-	3,016,952
Net surplus (deficit) transferred from (to) statement of comprehensive income excluding overfunding	-	-	-	-	-	283,234
<b>Balance at March 31, 2017</b>	-	-	-	-	-	<b>3,300,186</b>
Reclassification	-	-	-	-	-	-
Net surplus (deficit) transferred from (to) statement of comprehensive income excluding overfunding	15,440	(240)	93,517	102	102	264,908
<b>Balance at March 31, 2018</b>	15,440	-	93,517	102	102	<b>3,565,094</b>

See accompanying notes to financial statements.

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL****STATEMENT OF CASH FLOWS****March 31, 2018**

	2018	2017
	\$	\$
<b>Operating activities</b>		
Operating surplus	264,908	283,234
Adjustments for:		
Interest income	(124)	(124)
Amortisation of deferred capital donation	(88,522)	(60,514)
Depreciation	116,509	84,315
Operating cash flows before movements in working capital	292,771	306,911
Other receivables and prepayments	(20,804)	(5,532)
Due from NCSS	-	3,615
Due to HQ	(1,149)	(168,215)
Other payables and accrued expenses	47,216	46,395
Interest received	124	124
Net cash from operating activities	318,158	183,298
<b>Investing activity</b>		
Purchase of equipment, representing net cash used in investing activity	(275,774)	(315,989)
<b>Financing activity</b>		
Increase in deferred capital donation, representing net cash from financing activity	164,664	307,196
Net increase in cash and cash equivalents	207,048	174,505
Cash and cash equivalents at beginning of year	3,682,432	3,507,927
<b>Cash and cash equivalents at end of year</b>	<b>3,889,480</b>	<b>3,682,432</b>

See accompanying notes to financial statements.

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 1 GENERAL

The School (Charity Registration No. 00073 and Societies Registration No. 0283/1957WEL) is engaged in providing education, training in social development, pre-vocational training skills and therapeutic treatment for spastic children. It is domiciled in Singapore with its registered office and principal place of operation at 65 Pasir Ris Drive 1, Cerebral Palsy Centre, Singapore 519529.

The financial statements are measured and presented in Singapore dollars, which is the functional currency of the School.

The financial statements of the School for the year ended March 31, 2018 were authorised for issue by the Executive Committee on August 31, 2018.

#### 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**BASIS OF PREPARATION** - The financial statements are prepared in accordance with the historical cost basis, except as disclosed in the accounting policies below, and are drawn up in accordance with the Financial Reporting Standards in Singapore ("FRSs"), Charities Act, Cap. 37 (the "Charities Act"), Singapore Societies Act, Chapter 311 (the "Act") and the rules and regulations issued by the Ministry of Education.

Historical cost is generally based on the fair value of the consideration given in exchange for goods and services.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, regardless of whether that price is directly observable or estimated using another valuation technique. In estimating the fair value of an asset or a liability, the School takes into account the characteristics of the asset or liability which market participants would take into account when pricing the asset or liability at the measurement date. Fair value for measurement and/or disclosure purposes in these financial statements is determined on such a basis.

**ADOPTION OF NEW AND REVISED STANDARDS** - In the current financial year, the School has adopted all the new and revised FRSs and Interpretations of FRS ("INT FRS") that are relevant to its operations and effective for annual periods beginning on or after April 1, 2017. The adoption of these new/revised FRSs and INT FRSs does not result in changes to the School's accounting policies and has no material effect on the amounts reported for the current or prior years.

At the date of authorisation of these financial statements, the following new/revised FRS and amendments to FRS that are relevant to the School were issued but not effective:

- FRS 115 *Revenue from Contracts with Customers*<sup>1</sup>

<sup>1</sup> Applies to annual periods beginning on or after January 1, 2018

Consequential amendments were also made to various standards as a result of these new/revised standards.

The School Management Committee anticipates that the adoption of the above FRSs and amendments to FRS issued at the date of authorisation of these financial statements but effective only in future periods will not have a material impact on the financial statements of the School in the period of their initial adoption except for the following:

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

FRS 109 Financial Instruments

FRS 109 was issued in December 2014 to replace FRS 39 *Financial Instruments: Recognition and Measurement* and introduced new requirements for (i) the classification and measurement of financial assets and financial liabilities (ii) general hedge accounting (iii) impairment requirements for financial assets.

Key requirements of FRS 109:

- All recognised financial assets that are within the scope of FRS 39 are now required to be subsequently measured at amortised cost or fair value. Specifically, debt investments that are held within a business model whose objective is to collect the contractual cash flows, and that have contractual cash flows that are solely payments of principal and interest on the principal outstanding are generally measured at amortised cost at the end of subsequent accounting periods. Debt instruments that are held within a business model whose objective is achieved both by collecting contractual cash flows and selling financial assets, and that have contractual terms that give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding, are measured at fair value through other comprehensive income (FVTOCI). All other debt investments and equity investments are measured at FVTPL at the end of subsequent accounting periods. In addition, under FRS 109, entities may make an irrevocable election, at initial recognition, to measure an equity investment (that is not held for trading) at FVTOCI, with only dividend income generally recognised in profit or loss.
- With some exceptions, financial liabilities are generally subsequently measured at amortised cost. With regard to the measurement of financial liabilities designated as at FVTPL, FRS 109 requires that the amount of change in fair value of the financial liability that is attributable to changes in the credit risk of that liability is presented in other comprehensive income, unless the recognition of the effects of changes in the liability's credit risk in other comprehensive income would create or enlarge an accounting mismatch to profit or loss. Changes in fair value attributable to a financial liability's credit risk are not subsequently reclassified to profit or loss. Under FRS 39, the entire amount of the change in the fair value of the financial liability designated as at FVTPL is presented in profit or loss.
- In relation to the impairment of financial assets, FRS 109 requires an expected credit loss model, as opposed to an incurred credit loss model under FRS 39. The expected credit loss model requires an entity to account for expected credit losses and changes in those expected credit losses at each reporting date to reflect changes in credit risk since initial recognition. In other words, it is no longer necessary for a credit event to have occurred before credit losses are recognised.
- The new general hedge accounting requirements retain the three types of hedge accounting mechanisms currently available in FRS 39. Under FRS 109, greater flexibility has been introduced to the types of transactions eligible for hedge accounting, specifically broadening the types of instruments that qualify for hedging instruments and the types of risk components of non-financial items that are eligible for hedge accounting. In addition, the effectiveness test has been overhauled and replaced with the principle of an 'economic relationship'. Retrospective assessment of hedge effectiveness is also no longer required. Enhanced disclosure requirements about an entity's risk management activities have also been introduced.

The School Management Committee is currently evaluating the potential impact of the application of FRS 109 *Financial Instruments* on the financial statements of the Association in the period of initial adoption.

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### FRS 115 Revenue from Contracts with Customers

In November 2014, FRS 115 was issued which establishes a single comprehensive model for entities to use in accounting for revenue arising from contracts with customers. FRS 115 will supersede the current revenue recognition guidance including FRS 18 *Revenue*, FRS 11 *Construction Contracts* and the related interpretations when it becomes effective.

The core principle of FRS 115 is that an entity should recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Specifically, the standard introduces a 5-step approach to revenue recognition:

- Step 1: Identify the contract(s) with a customer.
- Step 2: Identify the performance obligations in the contract.
- Step 3: Determine the transaction price.
- Step 4: Allocate the transaction price to the performance obligations in the contract.
- Step 5: Recognise revenue when (or as) the entity satisfies a performance obligation.

Under FRS 115, an entity recognises revenue when (or as) a performance obligation is satisfied, i.e. when “control” of the goods or services underlying the particular performance obligation is transferred to the customer. Far more prescriptive guidance has been added in FRS 115 to deal with specific scenarios. Furthermore, extensive disclosures are required by FRS 115.

In June 2016, amendments to FRS 115 was issued to provide clarifications on (i) identifying performance obligations (ii) principal versus agent considerations and (iii) licensing application guidance. The amendments also included two additional transition reliefs on contract modifications and completed contracts.

The School Management Committee anticipates that the initial application of the new FRS 115 will result in changes to the accounting policies relating to revenue recognition. It is currently impracticable to disclose any further information on the known or reasonably estimable impact to the company’s financial statements in the period of initial application as the management has yet to complete its detailed assessment. The School Management Committee does not plan to early adopt the new FRS 115.

#### **FRS 116 Leases**

FRS 116 was issued in June 2016 and it will supersede FRS 17 *Leases* and its associated interpretative guidance.

The Standard provides a comprehensive model for the identification of lease arrangements and their treatment in the financial statements of both lessees and lessors. The identification of leases, distinguishing between leases and service contracts are determined on the basis of whether there is an identified asset controlled by the customer.

Significant changes to lessee accounting are introduced, with the distinction between operating and finance leases removed and assets and liabilities recognised in respect of all leases (subject to limited exceptions for short-term leases and leases of low value assets). The Standard maintains substantially the lessor accounting approach under the predecessor FRS 17.

The School Management Committee is currently evaluating the potential impact of the application of FRS 116 *Leases* on the financial statements of the Association in the period of initial adoption.

**FINANCIAL INSTRUMENTS** - Financial assets and financial liabilities are recognised on the School’s statement of financial position when the School becomes a party to the contractual provisions of the instrument.

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### Effective interest method

The effective interest method is a method of calculating the amortised cost of a financial instrument and of allocating interest income or expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts or payments through the expected life of the financial instrument, or where appropriate, a shorter period.

#### **Financial assets**

##### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and cash at bank that are readily convertible to a known amount of cash, and are subject to an insignificant risk of changes in value.

##### Loans and receivables

Receivables that have fixed or determinable payments that are not quoted in an active market are classified as "loans and receivables".

Receivables including amount due from NCSS are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method less impairment losses. Interest is recognised by applying the effective interest method less impairment, except for short-term receivables when the recognition of interest would be immaterial.

##### Impairment of financial assets

Financial assets are assessed for indicators of impairment at the end of each reporting period. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the asset have been impacted. For financial assets carried at amortised cost, the amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of receivables where the carrying amount is reduced through the use of an allowance account. When a receivable is uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited to the allowance account. Changes in the carrying amount of the allowance account are recognised in income or expenditure.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment loss was recognised, the previously recognised impairment loss is reversed through income or expenditure to the extent the carrying amount of the asset at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

##### Derecognition of financial assets

The School derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. If the School neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the School recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the School retains substantially all the risks and rewards of ownership of a transferred financial asset, the School continues to recognise the financial asset and also recognises a collateralised borrowing for the proceeds received.

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### Financial liabilities

Financial liabilities of the School are classified according to the substance of the contractual arrangements entered into and the definitions of a financial liability. The accounting policies adopted for specific financial liabilities are set out below.

#### Other payables

Other payables and accrued expenses including amount due to MOE, NCSSE and HQ are initially measured at fair value, and are subsequently measured at amortised cost, using the effective interest method except for short-term payables when the recognition of interest would be immaterial.

#### Derecognition of financial liabilities

The School derecognises financial liabilities when, and only when, the School's obligations are discharged, cancelled or expired.

DEFERRED CAPITAL DONATIONS/GRANTS - Donations for the acquisition of capital assets are taken to the deferred capital donation account and recognised as income over the useful lives of the assets to match depreciation of the assets purchased with the related donations. Donations received for specific purposes are accounted on a cash basis. This comprises government grants and contributions received from donors to construct, furnish and equip the School.

EQUIPMENT - Equipment is stated at cost less accumulated depreciation and impairment loss.

Equipment costing \$1,000 or less is written off in the year of acquisition.

Depreciation of other equipment is calculated on a straight-line basis over the expected useful lives of the assets concerned. The principal annual rates used for this purpose are:

Furniture and fittings	-	15%
Computers	-	100%
Office equipment	-	15%
Renovation	-	10%

The estimated useful lives and depreciation method are reviewed at the end of each reporting period, with the effect of any changes in estimate accounted for on a prospective basis. The gain or loss arising on disposal or retirement of an item of equipment is determined as the difference between the sales proceeds and the carrying amounts of the asset and is recognised in income or expenditure.

Fully depreciated assets still in use at the end of the reporting period are retained in the financial statements.

IMPAIRMENT OF NON-FINANCIAL ASSETS - At the end of each reporting period, the School reviews the carrying amounts of its non-financial assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the School estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

## **CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

### **NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognized immediately in income or expenditure.

Where an impairment loss subsequently reverses, the carrying amount of the asset (cash-generating unit) is increased to the revised estimate of its recoverable amount, but only to the extent that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in income or expenditure.

**GENERAL RESERVES** - This arises from the excess monies not required to be refunded to the MOE and the NCSS and from net operating surpluses generated and is restricted for the School only, for the benefit of its intended clients, according to the funder's intent for the use of monies. The Reserves will not be transferred out of the School for any other purposes. The Reserves will also not be re-designated for other purposes, unless approval is given by the funder.

**PROGRAMME DEVELOPMENT FUND** - Programmes receiving NCSS grants under a "Per Capita" funding policy are allowed to start a Programme Development Fund. This represents the portion of income retained by the School and was computed based on 50% of unrestricted donations, or 5% of total operating expenditure whichever is lower. There was no movement in this fund since prior years.

**SPECIFIC FUNDS** - The funds comprise the cumulative operating surplus or deficit arising from the specific income and expenditure account. Donations received for specific purposes are accounted for on a cash basis. The specific funds are utilised in accordance with its intended purpose. Amounts not utilised are accumulated in the specific funds.

**UNRESTRICTED FUNDS** - The funds comprise donations received that can be utilised in areas where funds are most needed, at the discretion of the management and executive committee.

**TRUST FUNDS** - Monies received for trust funds are credited directly to the respective trust funds' financial statements. Income and expenditure, assets and liabilities of trust funds are segregated from that of the School.

**PROVISIONS** - Provisions are recognised when the School has a present obligation (legal or constructive) as a result of a past event, it is probable that the School will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the end of the reporting period, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows.

When some or all of the economic benefits required to settle a provision are expected to be recovered from a third party, the receivable is recognised as an asset if it is virtually certain that reimbursement will be received and the amount of the receivable can be measured reliably.



## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

RECOGNITION OF INCOME AND EXPENDITURE - Grants received from the MOE and the NCSS are included in income on an accrual basis. Any surplus or deficit of funding will be accounted for as payable or recoverable after it is finalised with the relevant authorities.

School fees and temporary occupation license ("TOL") fees are recognised as income on an accrual basis in the period to which it relates. Donations are included in income or expenditure on a cash basis.

Expenditure is accounted for on an accrual basis.

RETIREMENT BENEFIT COSTS - Payments to defined contribution retirement benefit plans are charged as an expense when employees have rendered the services entitling them to the contributions. Payments made to state-managed retirement benefit schemes, such as the Singapore Central Provident Fund, are dealt with as payments to defined contribution plans where the School's obligations under the plans are equivalent to those arising in a defined contribution retirement benefit plan.

EMPLOYEE LEAVE ENTITLEMENT - Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the end of the reporting period.

### 3 CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the School's accounting policies, which are described in Note 2, the School Management Committee is required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

#### ***Critical judgements in applying the School's accounting policies***

In the application of the School's accounting policies, which are described in Note 2, the School Management Committee is not aware of any critical judgments that have significant effect on the amounts recognised in the financial statements.

#### ***Key sources of estimation uncertainty***

The School does not have any key sources of estimation uncertainty at the end of the reporting period that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS March 31, 2018

#### 4 FINANCIAL INSTRUMENTS, FINANCIAL RISKS AND CAPITAL RISK MANAGEMENT

(a) Categories of financial instruments

The following table sets out the financial instruments as at the end of the reporting period:

	2018	2017
	\$	\$
<b>Financial assets</b>		
Loans and receivables (including cash and cash equivalents)	3,900,629	3,695,538
<b>Financial liabilities</b>		
Amortised cost	458,924	414,087

(b) Financial risk management policies and objectives

The School has limited exposure to financial risks. There has been no change to the School's exposure to the financial risks or the manner in which it manages and measures these risks.

The School is funded primarily via grants and donations and it attempts to ensure sufficient liquidity at all times through efficient cash management. Cash is placed with reputable financial institutions. At the end of the reporting period, there is no significant concentration of credit risk. Changes in interest rates do not have a material impact on the School as it does not have any interest-bearing liabilities and its interest-bearing asset only relates to cash at bank. There are no foreign currency transactions.

All financial liabilities as at March 31, 2018 and March 31, 2017 are repayable on demand or due within 12 months from the end of the reporting period.

The carrying values of financial assets and financial liabilities reported at the end of the reporting period approximate their fair values, due to the relatively short-term maturity of these financial instruments.

(c) Capital risk management policies and objectives

The School reviews its capital structure at least annually to ensure that the School will be able to continue as a going concern. The capital structure of the School comprises only grants from MOE, NCSS and its general reserves. The School's overall strategy remains unchanged from 2017.

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 5 RELATED PARTY TRANSACTIONS

Some of the School's transactions and arrangements are with a related party and the effect of these on the basis determined between the parties is reflected in these financial statements. The balances are unsecured, interest-free and repayable on demand.

	2018	2017
	\$	\$
<u>Transactions with Head Quarter</u>		
Professional fee paid*	1,242,826	921,124
TOL fees recharged	678,537	678,537
HQ expenses recharged	95,349	61,287
	<u>1,242,826</u>	<u>921,124</u>

\* Professional fees paid referred to the allied health professionals from CPAS Association that provided rehabilitation services to School:

	2018	2017
	\$	\$
Occupational Therapy	364,056	312,487
Physiotherapy	294,621	206,269
Psychology	145,032	142,444
Speech and Language Therapy	272,474	181,540
Social Work Services	166,643	78,384
	<u>1,242,826</u>	<u>921,124</u>

#### Compensation of key management personnel

The remuneration of members of key management during the year was as follows:

	2018	2017
	\$	\$
Short-term benefits	169,791	159,018
Post-employment benefits	14,235	17,912
	<u>184,026</u>	<u>176,930</u>

#### Remuneration Band

The number of members of key management with remuneration within the below band during the year was as follows:

	2018	2017
	\$	\$
\$100,000 to \$200,000**	1	1

\*\* Comprised of salary and bonus. It included staff seconded to CPAS School.

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

6 OTHER RECEIVABLES AND PREPAYMENTS

	2018	2017
	\$	\$
Fees in arrears	9,498	12,506
Prepayments	25,864	3,103
Sundry deposits	600	600
Other Debtors	1,051	-
	<u>37,013</u>	<u>16,209</u>

7 EQUIPMENT

	Furniture and fittings	Computers	Office equipment	Renovation	Total
	\$	\$	\$	\$	\$
Cost:					
At April 1, 2016	169,844	98,891	195,077	-	463,812
Additions	2,092	29,645	20,049	264,203	315,989
At March 31, 2017	171,936	128,536	215,126	264,203	779,801
Additions	44,154	34,950	83,448	113,222	275,774
At March 31, 2018	<u>216,090</u>	<u>163,486</u>	<u>298,574</u>	<u>377,425</u>	<u>1,055,575</u>
Accumulated depreciation:					
At April 1, 2016	69,259	88,908	54,593	-	212,760
Depreciation	25,633	24,324	30,953	3,405	84,315
At March 31, 2017	94,892	113,232	85,546	3,405	297,075
Depreciation	27,128	20,254	38,801	30,326	116,509
At March 31, 2018	<u>122,020</u>	<u>133,486</u>	<u>124,347</u>	<u>33,731</u>	<u>413,584</u>
Carrying amount:					
At March 31, 2018	<u>94,070</u>	<u>30,000</u>	<u>174,227</u>	<u>343,694</u>	<u>641,991</u>
At March 31, 2017	<u>77,044</u>	<u>15,304</u>	<u>129,580</u>	<u>260,798</u>	<u>482,726</u>

8 OTHER PAYABLES AND ACCRUED EXPENSES

	2018	2017
	\$	\$
Other creditors	80,282	42,577
Fees received in advance	23,112	21,882
Advances from MOE	56,545	56,545
Accrued expenses	152,185	143,904
	<u>312,124</u>	<u>264,908</u>

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 9 DEFERRED CAPITAL DONATION

This fund was set up during the year ended March 31, 2014 to record donations received and funds for the cost of the equipment which will be amortised based on the estimated useful life of the equipment.

	2018	2017
	\$	\$
Capital grant and donations received:		
Balance at beginning of year	575,971	268,775
Additions:		
- Furniture and equipment	14,327	-
- Computers & peripherals	49,565	42,993
- Renovations	100,772	264,203
Balance at end of year	<u>740,635</u>	<u>575,971</u>
Accumulated amortisation:		
Balance at beginning of year	130,759	70,245
Amortisation	88,522	60,514
Balance at end of year	<u>219,281</u>	<u>130,759</u>
Carrying amount	<u>521,354</u>	<u>445,212</u>

#### 10 TRUST FUND

	2018	2017
	\$	\$
Lee Foundation – Special Financial Assistance Fund	<u>31,324</u>	<u>33,025</u>

Trust fund represents specific financial assistance provided by Lee Foundation.

Movement of trust fund:

	2018	2017
	\$	\$
Balance at beginning of year	33,025	8,100
Amount received	51,000	48,240
Amount disbursed	(52,701)	(23,315)
Balance at end of year	<u>31,324</u>	<u>33,025</u>

Assets relating to the trust funds comprise cash and bank balances of \$31,324 (2017 : \$33,025).

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**  
**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2018**

**11 SPECIFIC FUNDS**

	Building and Improvement Fund	School Functions Grant	Programme Enhancement Fund	Care and Share Fund	Pupil Welfare Fund	MOE Educational Grant	MOE Discretionary Financial Assistance (DFA)	Transport Fund	MOE Training (Note A)	MOE Orphanage Fund	MOE Highly Specialised Fund	MOE ICT & MAC Tote Fund (Note C)	President Charities Fund	MOE Curriculum Enhancement Fund (Note B)	Children's Charities Association Fund
Balance as at April 1, 2016	26,800	18,168	89,138	148,611	44,398	9,657	-	57,368	146,616	10,516	-	11,133	4,828	56,914	-
Grant received from MOE/NCSS	-	-	-	-	26,175	-	12,400	-	3,132	-	-	96,562	101,301	-	31,087
Reclassification	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Donations received	83,036	-	6,442	-	120	-	-	127,559	-	-	-	-	-	-	48,000
Expenditure	(23,439)	(18,168)	(48,274)	(148,611)	(895)	(35,832)	(4,075)	-	(118,102)	(1,760)	-	(96,562)	-	21,000	-
Net surplus (deficit) transferred from statement of comprehensive income	59,597	(18,168)	(42,132)	(148,611)	(775)	(9,657)	8,325	127,559	(114,970)	(1,760)	-	9,731	-	(18,549)	-
Balance as at March 31, 2017	86,397	-	47,006	-	43,623	-	8,325	184,927	31,646	8,756	-	20,864	4,828	38,365	48,000
Grant received from MOE/NCSS	-	-	-	-	-	26,575	8,835	-	73,054	1,341	128,075	89,642	-	15,685	-
Donations received	-	-	8,546	100,000	1,120	-	-	56,944	-	-	-	-	-	-	-
Expenditure	(976)	-	(54,552)	(100,000)	(2,774)	(26,575)	(5,943)	(36,817)	(67,726)	(6,329)	(128,075)	(98,412)	-	(37,006)	(14,327)
Net surplus (deficit) transferred from statement of comprehensive income	(976)	-	(46,006)	-	(1,654)	-	2,892	20,127	5,328	(4,988)	-	(8,770)	-	(21,321)	(14,327)
Balance as at March 31, 2018	85,421	-	1,000	-	41,969	-	11,217	205,054	36,974	3,768	-	12,094	4,828	17,044	33,673

The assets held under each fund mainly comprise cash and cash equivalents. The utilisation of specific funds are restricted for the intended purposes of the respective

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

**11 SPECIFIC FUNDS**

	SPED FAS	School Meal Programme	Public Transport Subsidy	MOE Secondment Fund	Contract Teaching Resources	S2W Start up Fund	Parent Support Group	Total
	\$	\$	\$	\$	\$	\$	\$	\$
Balance as at April 1, 2016	-	-	-	-	-	-	-	624,147
Grant received from MOE/NCSS	-	-	-	-	-	-	-	270,657
Reclassification	-	-	-	-	-	-	-	237,957
Donations received	-	-	-	-	-	-	-	(610,024)
Expenditure	-	-	-	-	-	-	-	(101,410)
Net surplus (deficit) transferred from statement of comprehensive income	-	-	-	-	-	-	-	532,737
Balance as at March , 2017	-	-	-	-	-	-	-	240
Reclassification	15,550	26,287	240	93,517	78,906	49,000	2,500	609,207
Grant received from MOE/NCSS	-	-	-	-	-	-	-	166,610
Donations received	(15,550)	(10,847)	(480)	-	(78,906)	(49,000)	(2,398)	(736,693)
Expenditure	-	15,440	(240)	93,517	-	-	102	39,124
Net surplus (deficit) transferred from statement of comprehensive income	-	15,440	(240)	93,517	-	-	102	562,101
Balance as at March 31, 2018	-	15,440	-	93,517	-	-	102	

The assets held under each fund mainly comprise cash and cash equivalents. The utilisation of specific funds are restricted for the intended purposes of the respective fund

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

The more significant Specific Funds are described below:

#### Programme Enhancement Fund

This fund is used to enhance the educational content of programmes to train teachers to support students with special needs. Donations given mainly for teaching material, resources, equipment or teaching aids.

#### Pupil Welfare Fund

This fund is used to help the financially needy students in subsidising their fees, transport and welfare needs. Donations given mainly for the welfare of pupils.

#### Training Votes Fund

This fund is designated for staff training which is one of the key components for upgrading of skills to remain relevant.

#### Opportunity Fund

One time off grant given by MOE. It is meant to level up enrichment opportunities for students who are Singapore Citizen from lower income households.

#### Edusave Grant

This grant was given by MOE for school use. Used mainly for sports activities such as hiring of swimming coaches, track and field coaches, special art instructors and scouting activities.

#### Children's Charities Association Fund

This fund is primarily used for the purchase of mobility/equipment aids for use in the school and to defray the cost of specialised equipment purchased by financially needy students.

#### Curriculum Enhancement Fund

This fund is used for school-based initiatives or activities related to curricula and co-curricular development and reform.

#### High Needs Fund

To provide SPED Schools with additional resources to support students with exceptionally high needs upon approval by High Needs Grant Panel.



## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### Care and Share Fund

Care and Share is a national fund-raising and volunteerism movement led by Community Chest for the social service sector, in celebration of SG50 this year. It aims to bring our nation together to show care and concern for the needy and recognize the contributions made by VWOs. Eligible donations raised by the Community Chest and participating VWOs from now till March 31, 2016 will be matched dollar-for-dollar by the government. The matched amount will go towards building the capabilities and capacities of the social service sector and supporting social services to meet rising needs.

The specific funds of training vote, curriculum enhancement and ICT/NAC Tote Board can be further analysed as follows:

#### Note:

(A) Training Vote Fund is made up of:

	Staff Training Vote	Additional Training Vote	Total
	\$	\$	\$
Balance as at April 1, 2017	27,866	3,780	31,646
Grant from MOE	61,234	11,820	73,054
Expenditure	(52,651)	(15,075)	(67,726)
Balance as at March 31, 2018	36,449	525	36,974

(B) Curriculum Enhancement Fund is made up of:

	MOE Curriculum	Donation for Curriculum	Total
	\$	\$	\$
Balance as at April 1, 2017	24,315	14,050	38,365
Grant from MOE	15,685	-	15,685
Expenditure	(22,956)	(14,050)	(37,006)
Balance as at March 31, 2018	17,044	-	17,044

(C) ICT/NAC Tote Board Fund is made up of:

	NAC Tote Board	MOE ICT	Total
	\$	\$	\$
Balance as at April 1, 2017	13,741	7,123	20,864
Grant from:			
NAC Tote Board	7,056	-	7,056
MOE ICT	-	82,586	82,586
Expenditure:			
NAC Tote Board	(11,160)	-	(11,160)
MOE ICT	-	(87,252)	(87,252)
Balance as at March 31, 2018	9,637	2,457	12,094

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

The receipts and expenditure of the specific funds during the year can be further analysed as follows:

	MOE Annual Grant for Discretionary Financial Assistance (DFA)	Public Transport Subsidy (PTS)	Staff Training Vote (STV)	Additional Training Vote (ATV)	High Needs Grant (HNG)
	\$	\$	\$	\$	\$
Balance as at April 1, 2017	8,325	-	27,866	3,780	-
Add: Reclassification	-	240	-	-	-
Add: Receipts	8,835	240	61,234	11,820	128,075
Less: Expenditure					
i) School Fees	(480)	-	-	-	-
ii) Transport	(3,845)	(480)	-	-	-
iii) Pocket Money/ Meal Allowance	(1,300)	-	-	-	-
iv) Other Student Welfare	(318)	-	-	-	-
v) Purchase of resources relevant to teaching and learning to support teachers' professional development	-	-	-	(15,075)	-
vi) Staff Development & Training	-	-	(52,651)	-	-
vii) Salaries, Bonuses, CPF and SDF	-	-	-	-	(128,075)
<b>Total Expenditure</b>	<b>(5,943)</b>	<b>(480)</b>	<b>(52,651)</b>	<b>(15,075)</b>	<b>(128,075)</b>
<b>Balance as at March 31, 2018</b>	<b>11,217</b>	<b>-</b>	<b>36,449</b>	<b>525</b>	<b>-</b>

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

	SPED Financial Assistance Scheme (FAS) \$	School Meal Programme \$	MOE Secondment Fund \$
Balance as at April 1, 2017	-	-	-
Add: MOE Receipts	9,719	26,287	93,517
NCSS Receipts	5,831	-	-
Less: Expenditure			
i) School Fees Subsidy	(10,440)	-	-
ii) Textbooks	(237)	-	-
iii) School Attire	(4,873)	-	-
iv) Meal Programme Expense	-	(10,847)	-
Total Expenditure	(15,550)	(10,847)	-
Balance as at March 31, 2018	-	15,440	93,517

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2018**

	MOE Curriculum Enhancement Fund \$	MOE ICT Development Grant – ICT Manpower Grant \$	MOE ICT Development Grant – ICT Equipment and Services Grant \$	Parent Support Group (PSG) \$
Balance as at April 1, 2017	24,315	6,563	560	(38)
Add: MOE Receipts	15,685	33,736	48,850	2,500
Less: Expenditure				
i) Purchase of Services	(7,659)	-	-	-
ii) Purchase of material resources (e.g. research materials, books)	(12,943)	-	-	-
iii) Others	(2,354)	-	-	-
iv) ICT Manpower Expenses	-	(38,520)	(48,733)	-
v) Parents Activities	-	-	-	(2,360)
Total Expenditure	(22,956)	(38,520)	(48,733)	(2,360)
Balance as at March 31, 2018	17,044	1,780	677	102

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2018**

	Contract Teaching	School-to- Work (S2W) Start-Up Fund
	\$	\$
Balance as at April 1, 2017	-	-
Add: Receipts	78,906	49,000
Less: Expenditure:		
i) Contract Teaching Expense	(78,906)	-
ii) Salaries & Allowance	-	(49,000)
Total Expenditure	<u>(78,906)</u>	<u>(49,000)</u>
Balance as at March 31, 2018	<u>-</u>	<u>-</u>

12 GRANT FROM NCSS

	2018	2017
	\$	\$
Grant from NCSS – NCSS Community Funding for S.E.T		
- Total Operating Expenditure	1,392,976	1,313,289
- NCSS Allocation for Headquarter Costs	100,456	61,287
- Annual Adjustments for Prior Financial Year	17,892	(12,851)
- NCSS Transition Planning Co-ordinator	23,855	-
	<u>1,535,179</u>	<u>1,361,725</u>

## CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL

### NOTES TO FINANCIAL STATEMENTS

March 31, 2018

#### 13 SPECIFIC FUND/DONATIONS

	2018	2017
	\$	\$
Designated donations received during the year are made up of:		
Donation – Programme Enhancement	8,546	6,242
Donation – Pupil Welfare	1,120	120
Donation – Transport Subsidy	56,944	127,559
Donation – Children’s Charity Association	-	48,000
Donation – Curriculum Enhancement	-	21,000
Donation – Care & Share	100,000	-
	<u>166,610</u>	<u>202,921</u>

#### 14 MANPOWER COSTS

	2018	2017
	\$	\$
Cost of defined contribution plans included in manpower costs	<u>508,650</u>	<u>468,177</u>

#### 15 TAXATION

All registered and exempt charities will enjoy automatic income tax exemption and charities do not need to file income tax effective from Year of Assessment 2008.

#### 16 TAX EXEMPT RECEIPTS

Cerebral Palsy Alliance Singapore enjoys a concessionary tax treatment whereby qualifying donors are Granted 2.5 times tax deduction for the donations made to School.

	2018	2017
	\$	\$
Donations for which tax exempt receipts were issued	<u>53,743</u>	<u>147,454</u>

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

17 MONTHLY PUPIL ELIGIBLE FOR FUNDING

	Number of Pupils By Disability Group - Multiple Disabilities	Number of International Pupils paying concessionary rate of school fees (Note C)	Total Number of Pupils
	(a)	(b)	(c) = (a) + (b)
April 1, 2017	187	3	190
May 1, 2017 (Note A)	187	3	190
June 1, 2017	187	3	190
July 1, 2017	187	3	190
August 1, 2017	186	3	189
September 1, 2017	186	3	189
October 1, 2017	186	3	189
November 1, 2017	186	3	189
December 1, 2017	186	3	189
January 1, 2018 (Note B)	190	3	193
February 1, 2018	192	3	195
March 1, 2018	192	4	196

Note:

- (A) As May 1, 2017 was a public holiday, the number of pupils on April 30, 2017 was used for pupil enrolment on May 1, 2017.
- (B) As January 1, 2018 and December 31, 2017 were public and school holidays respectively, the number of pupils on December 30, 2017 was used for pupil enrolment on January 1, 2018.
- (C) International pupils who are paying the concessionary rates of school fees (SPR fee rates) under the 2-year grace period.

**CEREBRAL PALSY ALLIANCE SINGAPORE SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**

**March 31, 2018**

18 MONTHLY PUPIL ENROLMENT FOR INTERNATIONAL STUDENTS

	Number of International Pupils*	Number of International Pupils**	Total Number of Pupils
	(a)	(b)	(c) = (a) + (b)
April 1, 2017	-	-	-
May 1, 2017 (Note A)	-	-	-
June 1, 2017	-	-	-
July 1, 2017	-	-	-
August 1, 2017	-	-	-
September 1, 2017	-	-	-
October 1, 2017	-	-	-
November 1, 2017	-	-	-
December 1, 2017	-	-	-
January 1, 2018 (Note B)	-	-	-
February 1, 2018	-	-	-
March 1, 2018	-	-	-

Note:

- (A) As May 1, 2017 was a public holiday, the number of pupils on April 30, 2017 was used for pupil enrolment on May 1, 2017.
- (B) As January 1, 2018 and December 31, 2017 were public and school holidays respectively, the number of pupils on December 30, 2017 was used for pupil enrolment on January 1, 2018.

International Pupils are defined as those who are not of Singaporean Citizen or Permanent Residence status.

\* International Pupils who are children of employment pass holders, skilled workers or diplomatic staff.

\*\* International Pupils who are not children of employment pass holders, skilled workers or diplomatic staff.



**CEREBRAL PALSY ALLIANCE SINGAPORE**  
(Charity Registration No. 00073 and  
Societies Registration No. 0283/1957WEL)

**SPECIAL PURPOSE REPORT ON  
HEADQUARTERS AND STATEMENT  
OF COMPREHENSIVE INCOME**

**YEAR ENDED MARCH 31, 2018**

**CEREBRAL PALSY ALLIANCE SINGAPORE**

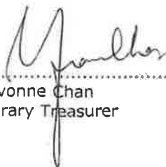
**STATEMENT BY EXECUTIVE COMMITTEE**

In the opinion of the members of the Executive Committee, the Statement of Comprehensive Income for the year ended March 31, 2018 for the Headquarters is prepared in all material respects, in accordance with the basis of accounting described in Note to the Statement of Comprehensive Income and provisions of the Singapore Societies Act, Chapter 311 (the "Societies Act") and the Singapore Charities Act, Chapter 37 (the "Charities Act").

ON BEHALF OF MEMBERS OF THE  
EXECUTIVE COMMITTEE



.....  
A/Prof Kevin Lim PBM  
Chairman



.....  
Ms Yvonne Chan  
Honorary Treasurer

Singapore  
August 31, 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON HEADQUARTERS**

### **Opinion**

We have audited the accompanying statement of comprehensive income of the Headquarters (the "Statement") for the year ended March 31, 2018, and the Note to the statement of comprehensive income, including a summary of significant accounting policies, as set out on pages 5 to 7.

In our opinion, the accompanying statement of comprehensive income of the Headquarters are properly drawn up in accordance with the basis of accounting described in the Note to the statement of comprehensive income, so as to present fairly, in all material aspects, the financial performance of the Headquarters for the year ended March 31, 2018.

### **Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Statement* section of our report. We are independent of the Headquarters in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter - Basis of Accounting and Restriction on Distribution**

We draw attention to the Note to the Statement, which describes the basis of accounting. Our report is solely to assist the Headquarters in its reporting of its Statement of Comprehensive Income to the National Council of Social Service ("NCSS") and Ministry of Social & Family Development ("MSF") and is not to be used for any other purpose or to be distributed to any other parties other than NCSS and MSF. Our opinion is not modified in respect of this matter.

### **Information Other than the Statement and Auditor's Report Thereon**

Management is responsible for the other information. The other information comprises the Statement by the Executive Committee set out on page 1. Our opinion on the Statement does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the Statement, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Statement or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON HEADQUARTERS**

### **Responsibilities of Management for the Statement**

Management is responsible for the preparation and fair presentation of the statement of comprehensive income in accordance with the basis of accounting described in the Note to the statement of comprehensive income, 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 and fair presentation of the statement of comprehensive income and to maintain accountability of assets.

In preparing the Statement, management is responsible for assessing the Headquarters' ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Headquarters or to cease operations, or has no realistic alternative but to do so.

Management is responsible for overseeing the Headquarters' financial reporting process.

### **Auditor's Responsibilities for the Audit of the Statement**

Our objectives are to obtain reasonable assurance about whether the Statement as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Statement.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the Statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 Headquarters' internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON HEADQUARTERS**

- (d) Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Headquarters' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Statement or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Headquarters' to cease to continue as a going concern.
- (e) Evaluate the overall presentation, structure and content of the Statement, including the disclosures, and whether the Statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte & Touche LLP*

Public Accountants and  
Chartered Accountants  
Singapore

August 31, 2018

## CEREBRAL PALSY ALLIANCE SINGAPORE

### HEADQUARTERS

#### STATEMENT OF COMPREHENSIVE INCOME

March 31, 2018

	2018	2017
	\$	\$
<b>INCOME</b>		
Grants		
- Grant from National Council of Social Service ("NCSS") - Comchest	494,170	235,175
- Temporary Occupation Licence Fee ("TOL fee") from Ministry of Social & Family Development ("MSF") and Ministry of Education ("MOE")	825,972	825,972
Grant from MSF	115,458	328,381
Grant from SG Enable	6,490	-
Donations		
- Specific donations	257,930	911,631
- Community Silver Trust	710,248	-
- Care and share fund	97,622	300,000
- General donations	527,399	134,145
- Amortisation of deferred capital donation	684,198	649,196
Membership fees	400	110
Interest income	104,676	55,534
Sundry income	4,849	11,063
Internal services rendered	32,011	26,800
VCF training grants	-	23,789
Events collection	-	61,721
Steptember income	154,855	196,558
Charity Dinner Income	259,970	18,575
Steptember Tote Board Grant	39,312	33,330
Wage credit scheme	264,280	280,459
Total income	<u>4,579,840</u>	<u>4,092,439</u>

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**HEADQUARTERS**

**STATEMENT OF COMPREHENSIVE INCOME (cont'd)**  
**March 31, 2018**

	2018	2017
	\$	\$
<b>EXPENDITURE</b>		
Manpower and related costs		
- Salaries and related costs	1,076,821	1,042,315
- Medical, insurance and welfare expenses	68,306	36,835
- Training and related expenses	64,769	62,916
General and administrative expenses		
- Communications	11,250	9,570
- Insurance	19,110	17,029
- Audit fees	37,558	27,726
- Transport charges	4,012	2,545
- Supplies and materials	41,362	39,785
- Advertisement expenses	6,296	1,485
- Bank charges	4,302	4,745
- Depreciation	674,186	649,196
- Replacement of equipment	6,279	3,692
- Miscellaneous expenses	3,381	26,098
- Event expenses	-	61,721
- Steptember expenses	35,021	56,798
- Charity Dinner expenses	27,017	18,575
- Steptember Tote Board expenses	14,157	19,173
- Professional rehab fees	-	21,873
- Fixed Assets written off	10,012	-
Upkeep and utilities		
- Maintenance	25,140	30,289
- Motor vehicle expenses	11,376	6,054
Activities/Campaign/Public education	-	154
Utilisation of specific donation	1,106,279	814,181
Utilisation of unrestricted donation	30,741	-
CST operating expense	82,282	108,828
SG Enable for WRPP	855	-
TOL fee	825,972	825,972
Total expenditure	<u>4,186,484</u>	<u>3,887,555</u>
<b>Operating surplus, representing</b>		
<b>total comprehensive income for the year</b>	393,356	204,884
Transfer from (to) Specific Funds	40,479	(397,450)
(Surplus payable to) Deficit receivable from NCSS	(433,835)	192,566
	<u>-</u>	<u>-</u>

## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **HEADQUARTERS**

#### **NOTE TO THE STATEMENT OF COMPREHENSIVE INCOME**

**March 31, 2018**

#### **BASIS OF ACCOUNTING**

The Statement of Comprehensive Income is prepared based on the significant accounting policies below which are in accordance with the historical cost basis and are drawn up in accordance with the Singapore Financial Reporting Standards and Charities Act, Chapter 37.

1. Income is recognised to the extent that it is probable that the economic benefits will flow to Cerebral Palsy Alliance Singapore and the revenue can be reliably measured.
2. Grants from National Council of Social Service, Ministry of Social & Family Development and Ministry of Education are included as income on an accrual basis.
3. Expenditure relates only to operating expenses incurred in the running of the Headquarters recognised on an accrual basis.
4. Donations are recognised on a cash basis.



**CEREBRAL PALSY ALLIANCE SINGAPORE**  
(Charity Registration No. 00073 and  
Societies Registration No. 0283/1957WEL)

**SPECIAL PURPOSE REPORT ON  
EARLY INTERVENTION PROGRAMME  
FOR INFANTS AND CHILDREN AND  
STATEMENT OF COMPREHENSIVE INCOME  
AND STATEMENT OF RESERVES**

**YEAR ENDED MARCH 31, 2018**

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**STATEMENT BY EXECUTIVE COMMITTEE**

In the opinion of the members of the Executive Committee, the Statement of Comprehensive Income and Statement of Reserves for the year ended March 31, 2018 for the Early Intervention Programme for Infants and Children (the "EIPIC") are prepared in all material respects, in accordance with the basis of accounting described in Notes to the Statements and provisions of the Singapore Societies Act, Chapter 311 (the "Societies Act") and the Singapore Charities Act, Chapter 37 (the "Charities Act").

ON BEHALF OF MEMBERS OF THE  
EXECUTIVE COMMITTEE



.....  
A/Prof Kevin Lim FRM  
Chairman



.....  
Ms Yvonne Chan  
Honorary Treasurer

Singapore  
August 31, 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE EARLY INTERVENTION PROGRAMME FOR INFANTS AND CHILDREN**

### **Opinion**

We have audited the accompanying statement of comprehensive income and statement of reserves (the "Statements") of the Early Intervention Programme for Infants and Children ("EIPIC") for the year ended March 31, 2018, and the Note to the Statements, including a summary of significant accounting policies, as set out on pages 5 to 7.

In our opinion, the accompanying Statements of EIPIC are properly drawn up in accordance with the basis of accounting described in Note to the Statements, so as to present fairly, in all material aspects, the financial performance and changes in funds and reserves of EIPIC for the year ended March 31, 2018.

### **Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Statements* section of our report. We are independent of the EIPIC in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter - Basis of Accounting and Restriction on Distribution**

We draw attention to the Note to the Statements, which describes the basis of accounting. Our report is solely to assist EIPIC in its reporting of its Statement of Comprehensive Income and Statement of Reserves to the National Council of Social Service ("NCSS") and Ministry of Social & Family Development ("MSF") and is not to be used for any other purpose or to be distributed to any other parties other than NCSS and MSF. Our opinion is not modified in respect of this matter.

### **Information Other than the Statements and Auditor's Report Thereon**

Management is responsible for the other information. The other information comprises the Statement by the Executive Committee set out on page 1. Our opinion on the Statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the Statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE EARLY INTERVENTION PROGRAMME FOR INFANTS AND CHILDREN**

### **Responsibilities of Management for the Statements**

Management is responsible for the preparation and fair presentation of the Statements in accordance with the basis of accounting described in the Note to the Statements, 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 and fair presentation of the Statements and to maintain accountability of assets.

In preparing the Statements, management is responsible for assessing EIPIC's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate EIPIC or to cease operations, or has no realistic alternative but to do so.

Management is responsible for overseeing EIPIC's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Statements**

Our objectives are to obtain reasonable assurance about whether the Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the Statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 EIPIC's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- (d) Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on EIPIC's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause EIPIC to cease to continue as a going concern.

**INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF  
CEREBRAL PALSY ALLIANCE SINGAPORE ON THE EARLY INTERVENTION PROGRAMME FOR  
INFANTS AND CHILDREN**

- (e) Evaluate the overall presentation, structure and content of the Statements, including the disclosures, and whether the Statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte & Touche*

Public Accountants and  
Chartered Accountants  
Singapore

August 31, 2018

## CEREBRAL PALSY ALLIANCE SINGAPORE

### EARLY INTERVENTION PROGRAMME FOR INFANTS & CHILDREN

#### STATEMENT OF COMPREHENSIVE INCOME

March 31, 2018

	2018	2017
	\$	\$
<b>INCOME</b>		
Grants		
- Grant from National Council of Social Service ("NCSS") – S.E.T	772,320	939,078
- Grant from Ministry of Social & Family Development ("MSF")	2,449,010	2,852,804
Donations		
- Specific donations	120,453	101,545
Fees and charges		
- Early Intervention Programme for Infants & Children Fees	568,393	547,158
VCF training grants	-	3,111
SG Enable for transport subsidy	99,170	90,528
Total income	<u>4,009,346</u>	<u>4,534,224</u>
<b>EXPENDITURE</b>		
Manpower and related costs		
- Salaries and related costs	2,473,633	2,452,886
- Medical, insurance and welfare expenses	23,024	21,753
- Training and related expenses	5,755	21,323
General and administrative expenses		
- Communications	5,361	5,216
- Insurance	4,122	2,726
- Audit fees	7,262	5,828
- Professional fees	1,191,828	1,159,467
- Transport charges	398	511
- Supplies and materials	28,544	23,614
- Replacement of equipment	3,048	7,460
- SG Enable for transport expense	99,170	90,528
- Miscellaneous expenses	40,480	26,014
- Parent Support Group Expense	2,398	-
- Activities / Campaign / Public Education	16,128	22,451
Apportionment of Headquarters expenses	139,291	89,531
Upkeep and utilities		
- Maintenance	86,514	84,229
- Utilities	90,196	102,274
Utilisation of specific donations	58,954	41,988
Total expenditure	<u>4,276,106</u>	<u>4,157,799</u>
<b>Operating (deficit) surplus, representing total comprehensive (loss) income for the year</b>	(266,760)	376,425
Transfers to Specific Funds	(61,499)	(59,557)
Deficit receivable from (Surplus payable to) NCSS	328,259	(316,868)
	<u>-</u>	<u>-</u>

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**EARLY INTERVENTION PROGRAMME FOR INFANTS & CHILDREN**

**STATEMENT OF RESERVES**

**March 31, 2018**

	Accumulated reserves	EIPIC fund	Total
	\$	\$	\$
Balance at March 31, 2016	2,436,713	790,070	3,226,783
Surplus for the year	316,868	59,557	376,425
Balance at March 31, 2017	2,753,581	849,627	3,603,208
(Deficit) Surplus for the year	(328,259)	61,499	(266,760)
Balance at March 31, 2018	2,425,322	911,126	3,336,448

## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **EARLY INTERVENTION PROGRAMME FOR INFANTS & CHILDREN**

#### **NOTES TO THE STATEMENTS**

**March 31, 2018**

#### **BASIS OF ACCOUNTING**

The Statement of Comprehensive Income and Statement of Reserves are prepared based on the significant accounting policies below which are in accordance with the historical cost basis and are drawn up in accordance with the Singapore Financial Reporting Standards and Charities Act, Chapter 37.

1. Income is recognised to the extent that it is probable that the economic benefits will flow to Cerebral Palsy Alliance Singapore and the revenue can be reliably measured.
2. Programme fees are recognised when the services are rendered.
3. Grants from National Council of Social Service and Ministry of Social & Family are included as income on an accrual basis.
4. Expenditure relates only to operating expenses incurred in the running of the EIPIC and recognised on an accrual basis.
5. Donations are recognised on a cash basis.
6. The Accumulated Reserves ending balance of the year is restricted for the operations of this programme only, for the benefit of its intended clients. In keeping with the funder/donors intent for the use of monies, the Reserves will not be transferred out of the programme for other purposes.
7. This fund is used to help the financial needy children under the EIPIC in subsidising their fees, purchase of assistive rehabilitative aides and welfare needs.



**CEREBRAL PALSY ALLIANCE SINGAPORE**  
(Charity Registration No. 00073 and  
Societies Registration No. 0283/1957WEL)

**SPECIAL PURPOSE REPORT ON DAY  
ACTIVITY CENTRE AND STATEMENT OF  
COMPREHENSIVE INCOME  
AND STATEMENT OF RESERVES**

**YEAR ENDED MARCH 31, 2018**

**CEREBRAL PALSY ALLIANCE SINGAPORE**

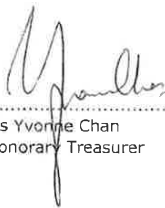
**STATEMENT BY EXECUTIVE COMMITTEE**

In the opinion of the members of the Executive Committee, the Statement of Comprehensive Income and Statement of Reserves for the year ended March 31, 2018 for the Day Activity Centre (the "Centre") are prepared in all material respects, in accordance with the basis of accounting described in Note to the Statements and provisions of the Singapore Societies Act, Chapter 311 (the "Societies Act") and the Singapore Charities Act, Chapter 37 (the "Charities Act").

ON BEHALF OF MEMBERS OF THE  
EXECUTIVE COMMITTEE



.....  
A/Prof Kevin Lim PBM  
Chairman



.....  
Ms Yvonne Chan  
Honorary Treasurer

Singapore  
August 31, 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE DAY ACTIVITY CENTRE**

### **Opinion**

We have audited the accompanying statement of comprehensive income and statement of reserves (the "Statements") of the Day Activity Centre (the "Centre") for the year ended March 31, 2018, and the Note to the Statements, including a summary of significant accounting policies, as set out on pages 5 to 7.

In our opinion, the accompanying Statements of the Centre are properly drawn up in accordance with the basis of accounting described in the Note to the Statements, so as to present fairly, in all material aspects, the financial performance and changes in funds and reserves of the Centre for the year ended March 31, 2018.

### **Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Statements* section of our report. We are independent of the Centre in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter - Basis of Accounting and Restriction on Distribution**

We draw attention to Notes to the Statements, which describes the basis of accounting. Our report is solely to assist the Centre in its reporting of its Statement of Comprehensive Income and Statement of Reserves to the National Council of Social Service ("NCSS") and Ministry of Social & Family Development ("MSF") and is not to be used for any other purpose or to be distributed to any other parties other than NCSS and MSF. Our opinion is not modified in respect of this matter.

### **Information Other than the Statements and Auditor's Report Thereon**

Management is responsible for the other information. The other information comprises the Statement by the Executive Committee set out on page 1. Our opinion on the Statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the Statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE DAY ACTIVITY CENTRE**

### **Responsibilities of Management for the Statements**

Management is responsible for the preparation and fair presentation of the Statements in accordance with the basis of accounting described in the Note to the Statements, 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 and fair presentation of the Statements and to maintain accountability of assets.

In preparing the Statements, management is responsible for assessing the Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so.

Management is responsible for overseeing the Centre's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Statements**

Our objectives are to obtain reasonable assurance about whether the Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the Statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 Centre's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- (d) Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centre to cease to continue as a going concern.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE DAY ACTIVITY CENTRE**

- (e) Evaluate the overall presentation, structure and content of the Statements, including the disclosures, and whether the Statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte & Touche CP*

Public Accountants and  
Chartered Accountants  
Singapore

August 31, 2018

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**DAY ACTIVITY CENTRE**

**STATEMENT OF COMPREHENSIVE INCOME**

**March 31, 2018**

	2018	2017
	\$	\$
<b>INCOME</b>		
Grants		
- Grant from National Council of Social Service ("NCSS") - TBSSF	234,159	200,203
- Grant from Ministry of Social & Family Development ("MSF")	661,385	684,109
Donations		
- Specific donations	42,982	93,151
Fees and charges		
- SG Enable Transport subsidy	90,541	91,641
- Day Activity Centre ("DAC") fees	99,090	106,920
Total income	<u>1,128,157</u>	<u>1,176,024</u>
<b>EXPENDITURE</b>		
Manpower and related costs		
- Salaries and related costs	342,464	394,352
- Medical, insurance and welfare expenses	7,828	10,246
- Training and related expenses	4,382	70
General and administrative expenses		
- Communications	810	637
- Transport charges	160	63
- Supplies and materials	4,561	4,806
- Insurance	375	535
- Audit fees	7,262	5,828
- Professional and other services	274,667	268,370
- Replacement of equipment	160	531
- Miscellaneous expenses	16,918	12,726
- SG Enable transport subsidy	90,541	91,641
- Parent Support Group	1,199	-
- Activities/ Campaign/ Public Education	741	-
Upkeep and utilities		
- Maintenance	28,528	25,133
- Utilities	17,318	22,060
Programme/Project expenses		
- DAC meal expenses	5,863	9,386
Apportionment of Headquarters expenses	34,393	22,106
Utilisation of specific donations	43,308	12,984
Total expenditure	<u>881,478</u>	<u>881,474</u>
<b>Operating surplus, representing total comprehensive income for the year</b>	<b>246,679</b>	<b>294,550</b>
Transfers from (to) Specific Funds	326	(80,167)
Surplus payable to NCSS	(247,005)	(214,383)
	<u>-</u>	<u>-</u>

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**DAY ACTIVITY CENTRE**

**STATEMENT OF RESERVES**  
**March 31, 2018**

	Accumulated Reserves	DAC Fund	Total
	\$	\$	\$
Balance at April 1, 2016	(129,580)	785,761	656,181
Surplus for the year	214,383	80,167	294,550
Balance at March 31, 2017	84,803	865,928	950,731
Surplus (Deficit) for the year	247,005	(326)	246,679
Balance at March 31, 2018	331,808	865,602	1,197,410

## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **DAY ACTIVITY CENTRE**

#### **NOTES TO THE STATEMENTS**

**March 31, 2018**

#### **BASIS OF ACCOUNTING**

The Statement of Comprehensive Income and Statement of Reserves are prepared based on the significant accounting policies below which are in accordance with the historical cost basis and are drawn up in accordance with the Singapore Financial Reporting Standards and Charities Act, Chapter 37.

1. Income is recognised to the extent that it is probable that the economic benefits will flow to Cerebral Palsy Alliance Singapore and the revenue can be reliably measured.
2. Programme fees are recognised when the services are rendered.
3. Grants from National Council of Social Service and Ministry of Social & Family Development are included as income on an accrual basis.
4. Expenditure relates only to operating expenses incurred in the running of the Centre and recognised on an accrual basis.
5. Donations are recognised on a cash basis.
6. The Accumulated Reserves ending balance of the year is restricted for the operations of this programme only, for the benefit of its intended clients. In keeping with the funder/donors intent for the use of monies, the Reserves will not be transferred out of the programme for other purposes.
7. This fund is used to help the financial needy clients in the Day Activity Centre ("DAC") to subsidise their transportation fees, programme fees, purchase of assistive rehabilitative aids and welfare needs.



**CEREBRAL PALSY ALLIANCE SINGAPORE**  
(Charity Registration No. 00073 and  
Societies Registration No. 0283/1957WEL)

**SPECIAL PURPOSE REPORT ON  
GOODWILL, REHABILITATION AND  
OCCUPATIONAL WORKSHOP AND  
STATEMENT OF COMPREHENSIVE INCOME  
AND STATEMENT OF RESERVES**

**YEAR ENDED MARCH 31, 2018**

**CEREBRAL PALSY ALLIANCE SINGAPORE**

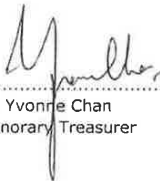
**STATEMENT BY EXECUTIVE COMMITTEE**

In the opinion of the members of the Executive Committee, the Statement of Comprehensive Income and Statement of Reserves for the year ended March 31, 2018 for the Goodwill, Rehabilitation and Occupational Workshop (the "Workshop") are prepared in all material respects, in accordance with the basis of accounting described in Note to the Statements and provisions of the Singapore Societies Act, Chapter 311 (the "Societies Act") and the Singapore Charities Act, Chapter 37 (the "Charities Act").

ON BEHALF OF MEMBERS OF THE  
EXECUTIVE COMMITTEE



.....  
A/Prof Kevin Lim FRM  
Chairman



.....  
Ms Yvonne Chan  
Honorary Treasurer

Singapore  
August 31, 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE GOODWILL, REHABILITATION AND OCCUPATIONAL WORKSHOP**

### **Opinion**

We have audited the accompanying statement of comprehensive income and statement of reserves of the Goodwill, Rehabilitation and Occupational Workshop (the "Statements" of the "Workshop") for the year ended March 31, 2018, and the Note to the Statements, including a summary of significant accounting policies, as set out on pages 5 to 8.

In our opinion, the accompanying Statements of the Workshop are properly drawn up in accordance with the basis of accounting described in the Note to the Statements, so as to present fairly, in all material aspects, the financial performance and changes in funds and reserves of the Workshop for the year ended March 31, 2018.

### **Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Statements* section of our report. We are independent of the Workshop in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter - Basis of Accounting and Restriction on Distribution**

We draw attention to the Note to the Statements, which describes the basis of accounting. Our report is solely to assist the Workshop in its reporting of its Statement of Comprehensive Income and Statement of Reserves to the National Council of Social Service ("NCSS") and Ministry of Social & Family Development ("MSF") and is not to be used for any other purpose or to be distributed to any other parties other than NCSS and MSF. Our opinion is not modified in respect of this matter.

### **Information Other than the Statements and Auditor's Report Thereon**

Management is responsible for the other information. The other information comprises the Statement by the Executive Committee set out on page 1. Our opinion on the Statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the Statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE GOODWILL, REHABILITATION AND OCCUPATIONAL WORKSHOP**

### **Responsibilities of Management for the Statements**

Management is responsible for the preparation and fair presentation of the Statements in accordance with the basis of accounting described in the Note to the Statements, 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 and fair presentation of the Statements and to maintain accountability of assets.

In preparing the Statements, management is responsible for assessing the Workshop's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Workshop or to cease operations, or has no realistic alternative but to do so.

Management is responsible for overseeing the Workshop's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Statements**

Our objectives are to obtain reasonable assurance about whether the Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the Statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 Workshop's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE GOODWILL, REHABILITATION AND OCCUPATIONAL WORKSHOP**

- (d) Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Workshop's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Workshop to cease to continue as a going concern.
- (e) Evaluate the overall presentation, structure and content of the Statements, including the disclosures, and whether the Statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte + Touche LLP*

Public Accountants and  
Chartered Accountants  
Singapore

August 31, 2018

**CEREBRAL PALSY ALLIANCE SINGAPORE****GOODWILL, REHABILITATION AND OCCUPATIONAL WORKSHOP****STATEMENT OF COMPREHENSIVE INCOME****March 31, 2018**

	2018	2017
	\$	\$
<b>INCOME</b>		
Grants		
- Grant from National Council of Social Service ("NCSS") - Comchest	402,743	404,533
- Grant from Ministry of Social & Family Development ("MSF")	339,499	339,769
- SG Enable for transport subsidy	106,659	95,128
Donations		
- Specific donations	72,016	120,714
Fees and charges		
- Sales of work by workshop trainees (gross)	61,324	70,892
- Central marketing services income	85,100	112,846
- Cafe income	48,339	48,465
Total income	<u>1,115,680</u>	<u>1,192,347</u>
<b>EXPENDITURE</b>		
Manpower and related costs		
- Salaries and related costs	536,130	473,930
- Medical, insurance and welfare expenses	9,189	4,894
General and administrative expenses		
- Communications	1,533	1,328
- Insurance	674	674
- Audit fees	7,262	5,828
- Professional fees	136,710	137,661
- Transport charges	223	247
- Supplies and materials	7,181	4,545
- Replacement of equipment	588	1,009
- SG Enable transport subsidy	106,659	95,128
- Miscellaneous expenses	12,137	12,736
- Parent Support Group Expense	1,199	-
- Activities/ Campaign/ Public Education	742	-
Upkeep and utilities		
- Maintenance	30,715	31,455
- Utilities	17,318	22,060
- Motor vehicle expenses	3,073	1,876
Programme/Project expenses		
- Workshop expenses	48,743	56,893
Central marketing services expenses	69,078	85,746
Café Project Expense	-	50
Recharge of HQ expenses	65,969	42,402
Utilisation of specific donation	81,453	53,913
Total expenditure	<u>1,136,576</u>	<u>1,032,375</u>

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**GOODWILL, REHABILITATION AND OCCUPATIONAL WORKSHOP**

**STATEMENT OF COMPREHENSIVE INCOME (cont'd)**

**March 31, 2018**

	2018	2017
	\$	\$
<b>Operating (deficit) surplus, representing total comprehensive (loss) income for the year</b>	(20,896)	159,972
Transfers to Specific Funds	9,437	(66,801)
Deficit receivable from (Surplus payable to) NCSS	11,459	(93,171)
	-	-

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**GOODWILL, REHABILITATION AND OCCUPATIONAL WORKSHOP**

**STATEMENT OF RESERVES**

**March 31, 2018**

	Accumulated reserves	GROW fund	Total
	\$	\$	\$
Balance at April 1, 2016	(65,748)	709,549	643,801
Surplus for the year	93,171	66,801	159,972
Balance at March 31, 2017	27,423	776,350	803,773
Deficit for the year	(11,459)	(9,437)	(20,896)
Balance at March 31, 2018	15,964	766,913	782,877



**CEREBRAL PALSY ALLIANCE SINGAPORE**

**GOODWILL, REHABILITATION AND OCCUPATIONAL WORKSHOP**

**NOTES TO THE STATEMENTS**

**March 31, 2018**

**BASIS OF ACCOUNTING**

The Statement of Comprehensive Income and Statement of Reserves are prepared based on the significant accounting policies below which are in accordance with the historical cost basis and are drawn up in accordance with the Singapore Financial Reporting Standards and Charities Act, Chapter 37.

1. Income is recognised to the extent that it is probable that the economic benefits will flow to Cerebral Palsy Alliance Singapore and the revenue can be reliably measured.
2. Programme fees are recognised when the services are rendered.
3. Grants from NCSS and MSF are included as income on an accrual basis.
4. Expenditure relates only to operating expenses incurred in the running of the Workshop.
5. Donations are recognised on a cash basis.
6. The Accumulated Reserves ending balance of the year is restricted for the operations of this programme only, for the benefit of its intended clients. In keeping with the funder/donors intent for the use of monies, the Reserves will not be transferred out of the programme for other purposes.
7. The workshop fund was established in 1984. Income derived from the workshop projects and cash donations for the workshop are channelled to this fund. The fund is to be utilised for the general welfare of workshop trainees.

**CEREBRAL PALSY ALLIANCE SINGAPORE**  
(Charity Registration No. 00073 and  
Societies Registration No. 0283/1957WEL)

**SPECIAL PURPOSE REPORT ON  
REHABILITATION CENTRE AND  
STATEMENT OF COMPREHENSIVE INCOME  
AND STATEMENT OF RESERVES**

**YEAR ENDED MARCH 31, 2018**

**CEREBRAL PALSY ALLIANCE SINGAPORE**

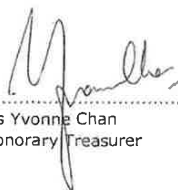
**STATEMENT BY EXECUTIVE COMMITTEE**

In the opinion of the members of the Executive Committee, the Statement of Comprehensive Income and Statement of Reserves for the year ended March 31, 2018 of the Rehabilitation Centre (the "Centre") are prepared in all material respects, in accordance with the basis of accounting described in Note to the Statements and provisions of the Singapore Societies Act, Chapter 311 (the "Societies Act") and the Singapore Charities Act, Chapter 37 (the "Charities Act").

ON BEHALF OF MEMBERS OF THE  
EXECUTIVE COMMITTEE



.....  
A/Prof Kevin Lim FRM  
Chairman



.....  
Ms Yvonne Chan  
Honorary Treasurer

Singapore  
August 31, 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE REHABILITATION CENTRE**

### **Opinion**

We have audited the accompanying statement of comprehensive income and statement of reserves (the "Statements") of the Rehabilitation Centre (the "Centre") for the year ended March 31, 2018, and the Note to the Statements, including a summary of significant accounting policies, as set out on pages 5 to 7.

In our opinion, the accompanying Statements of the Centre are properly drawn up in accordance with the basis of accounting described in the Note to the Statements, so as to present fairly, in all material aspects, the financial performance and changes in funds and reserves of the Centre for the year ended March 31, 2018.

### **Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Statements* section of our report. We are independent of the Centre in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter - Basis of Accounting and Restriction on Distribution**

We draw attention to the Note to the Statements, which describes the basis of accounting. Our report is solely to assist the Centre in its reporting of its Statement of Comprehensive Income and Statement of Reserves to the National Council of Social Service ("NCSS") and Ministry of Social & Family Development ("MSF") and is not to be used for any other purpose or to be distributed to any other parties other than NCSS and MSF. Our opinion is not modified in respect of this matter.

### **Information Other than the Statements and Auditor's Report Thereon**

Management is responsible for the other information. The other information comprises the Statement by the Executive Committee set out on page 1. Our opinion on the Statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the Statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **INDEPENDENT AUDITORS' REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE REHABILITATION CENTRE**

### **Responsibilities of Management for the Statements**

Management is responsible for the preparation and fair presentation of the Statements in accordance with the basis of accounting described in the Note to the Statements, 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 and fair presentation of the Statements and to maintain accountability of assets.

In preparing the Statements, management is responsible for assessing the Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so.

Management is responsible for overseeing the Centre's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Statements**

Our objectives are to obtain reasonable assurance about whether the Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the Statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 Centre's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

## **INDEPENDENT AUDITORS' REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE REHABILITATION CENTRE**

- (d) Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centre to cease to continue as a going concern.
- (e) Evaluate the overall presentation, structure and content of the Statements, including the disclosures, and whether the Statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte & Touche*

Public Accountants and  
Chartered Accountants  
Singapore

August 31, 2018

**CEREBRAL PALSY ALLIANCE SINGAPORE****REHABILITATION CENTRE****STATEMENT OF COMPREHENSIVE INCOME****March 31, 2018**

	2018	2017
	\$	\$
<b>INCOME</b>		
Recharge of rehabilitation expenses	3,265,954	3,083,564
VCF training grants	396	3,531
Total income	<u>3,266,350</u>	<u>3,087,095</u>
<b>EXPENDITURE</b>		
Manpower and related costs		
- Salaries and related costs	3,122,217	2,934,437
- Medical, insurance and welfare expenses	28,413	26,861
- Training and related expenses	662	12,135
General and administrative expenses		
- Communications	7,434	7,404
- Insurance	1,980	2,031
- Audit fees	9,402	9,681
- Transport charges	916	381
- Supplies and materials	26,763	25,651
- Replacement of equipment	3,580	3,327
- Miscellaneous expenses	9,329	27,244
Upkeep and utilities		
- Maintenance	24,147	23,085
- Utilities	11,817	15,052
Activities/Campaign/Public education	474	-
Internal service rendered expense	19,218	-
Total expenditure	<u>3,266,352</u>	<u>3,087,289</u>
<b>Operating deficit representing total comprehensive loss for the year</b>	<u>(2)</u>	<u>(194)</u>

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**REHABILITATION CENTRE**

**STATEMENT OF RESERVES**

**March 31, 2018**

	Accumulated reserve	Total
	\$	\$
Balance at April 1, 2016	(762,176)	(762,176)
Deficit for the year	<u>(194)</u>	<u>(194)</u>
Balance at March 31, 2017	(762,370)	(762,370)
Deficit for the year	<u>(2)</u>	<u>(2)</u>
Balance at March 31, 2018	<u>(762,372)</u>	<u>(762,372)</u>



## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **REHABILITATION CENTRE**

#### **NOTES TO THE STATEMENTS**

**March 31, 2018**

#### **BASIS OF ACCOUNTING**

The Statement of Comprehensive Income and Statement of Reserves are prepared based on the significant accounting policies below which are in accordance with the historical cost basis and are drawn up in accordance with the Singapore Financial Reporting Standards and Charities Act, Chapter 37.

1. Income is recognised to the extent that it is probable that the economic benefits will flow to Cerebral Palsy Alliance Singapore and the revenue can be reliably measured.
2. Programme fees are recognised when the services are rendered.
3. Grants from National Council of Social Service are included as income on an accrual basis.
4. Expenditure relates only to operating expenses incurred in the running of the Centre and recognised on an accrual basis.
5. Donations are recognised on a cash basis.
6. The Accumulated Reserves ending balance of the year is restricted for the operations of this programme only, for the benefit of its intended clients. In keeping with the funder/donors intent for the use of monies, the Reserves will not be transferred out of the programme for other purposes.

**CEREBRAL PALSY ALLIANCE SINGAPORE**  
(Charity Registration No. 00073 and  
Societies Registration No. 0283/1957WEL)

**SPECIAL PURPOSE REPORT ON THERAPY  
REHABILITATION AND STATEMENT OF  
COMPREHENSIVE INCOME AND  
STATEMENT OF RESERVES**

**YEAR ENDED MARCH 31, 2018**

**CEREBRAL PALSY ALLIANCE SINGAPORE**

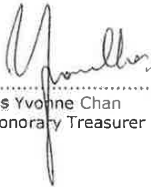
**STATEMENT BY EXECUTIVE COMMITTEE**

In the opinion of the members of the Executive Committee, the Statement of Comprehensive Income and Statement of Reserves for the year ended March 31, 2018 of the Therapy Rehabilitation are prepared in all material respects, in accordance with the basis of accounting described in Notes to the Statements and provisions of the Singapore Societies Act, Chapter 311 (the "Societies Act") and the Singapore Charities Act, Chapter 37 (the "Charities Act").

ON BEHALF OF MEMBERS OF THE  
EXECUTIVE COMMITTEE



.....  
A/Prof Kevin Lim PBM  
Chairman



.....  
Ms Yvonne Chan  
Honorary Treasurer

Singapore  
August 31, 2018

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE THERAPY REHABILITATION**

### **Opinion**

We have audited the accompanying statement of comprehensive income and statement of reserves (the "Statements") of the Therapy Rehabilitation (the "Centre") for the year ended March 31, 2018, and the Note to the Statements, including a summary of significant accounting policies, as set out on pages 5 to 8.

In our opinion, the accompanying Statements of the Centre are properly drawn up in accordance with the basis of accounting described in the Note to the Statements, so as to present fairly, in all material aspects, the financial performance and changes in funds and reserves of the Centre for the year ended March 31, 2018.

### **Basis for Opinion**

We conducted our audit in accordance with Singapore Standards on Auditing ("SSAs"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Statements* section of our report. We are independent of the Centre in accordance with the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code") together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter - Basis of Accounting and Restriction on Distribution**

We draw attention to the Note to the Statements, which describes the basis of accounting. Our report is solely to assist the Centre in its reporting of its Statement of Comprehensive Income and Statement of Reserves to the National Council of Social Service ("NCSS") and Ministry of Social & Family Development ("MSF") and is not to be used for any other purpose or to be distributed to any other parties other than NCSS and MSF. Our opinion is not modified in respect of this matter.

### **Information Other than the Statements and Auditor's Report Thereon**

Management is responsible for the other information. The other information comprises the Statement by the Executive Committee set out on page 1. Our opinion on the Statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the Statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE THERAPY REHABILITATION**

### **Responsibilities of Management for the Statements**

Management is responsible for the preparation and fair presentation of the Statements in accordance with the basis of accounting described in the Note to the Statements, 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 and fair presentation of the Statements and to maintain accountability of assets.

In preparing the Statements, management is responsible for assessing the Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so.

Management is responsible for overseeing the Centre's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Statements**

Our objectives are to obtain reasonable assurance about whether the Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the Statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 Centre's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

## **INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF CEREBRAL PALSY ALLIANCE SINGAPORE ON THE THERAPY REHABILITATION**

- (d) Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centre to cease to continue as a going concern.
- (e) Evaluate the overall presentation, structure and content of the Statements, including the disclosures, and whether the Statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte + Touche LLP*

Public Accountants and  
Chartered Accountants  
Singapore

August 31, 2018

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**THERAPY REHABILITATION**

**STATEMENT OF COMPREHENSIVE INCOME**

**Year ended March 31, 2018**

	2018	2017
	\$	\$
<b>INCOME</b>		
Grant from National Council of Social Service ("NCSS") - Comchest	249,995	232,273
Therapy treatment fees	10,245	6,235
Miscellaneous Income	5,000	-
Total income	<u>265,240</u>	<u>238,508</u>
<b>EXPENDITURE</b>		
Manpower and related costs		
- Salaries and related costs	41,488	39,007
General and administrative expenses		
- Professional fees	317,662	527,874
- Transport charges	1,622	1,079
- Others	-	192
Recharge of Headquarters expenses	30,880	19,849
Total expenditure	<u>391,652</u>	<u>588,001</u>
<b>Operating deficit, representing total comprehensive loss for the year</b>	<u>(126,412)</u>	<u>(349,493)</u>

**CEREBRAL PALSY ALLIANCE SINGAPORE**

**THERAPY REHABILITATION**

**STATEMENT OF RESERVES**  
**Year ended March 31, 2018**

	<u>Accumulated Reserves</u>
	\$
Balance at April 1, 2016	(715,739)
Deficit for the year	<u>(349,493)</u>
Balance at March 31, 2017	(1,065,232)
Deficit for the year	<u>(126,412)</u>
Balance at March 31, 2018	<u>(1,191,644)</u>



## **CEREBRAL PALSY ALLIANCE SINGAPORE**

### **THERAPY REHABILITATION**

#### **NOTES TO THE STATEMENTS**

**Year ended March 31, 2018**

#### **BASIS OF ACCOUNTING**

The Statement of Comprehensive Income and Statement of Reserves are prepared based on the significant accounting policies below which are in accordance with the historical cost basis and are drawn up in accordance with the Singapore Financial Reporting Standards and Charities Act, Chapter 37.

1. Income is recognised to the extent that it is probable that the economic benefits will flow to Cerebral Palsy Alliance Singapore and the revenue can be reliably measured.
2. Programme fees are recognised when the services are rendered.
3. Grants from National Council of Social Service are included as income on an accrual basis.
4. Expenditure relates only to operating expenses incurred in the running of the Centre and recognised on an accrual basis.
5. Donations are recognised on a cash basis.
6. The Accumulated Reserves ending balance of the year is restricted for the operations of this programme only, for the benefit of its intended clients. In keeping with the funder/donors intent for the use of monies, the Reserves will not be transferred out of the programme for other purposes.

S60SS0003K  
Cerebral Palsy Alliance Singapore  
Cerebral Palsy Centre  
65 Pasir Ris Drive 1, Singapore 519529  
[www.cpas.org.sg](http://www.cpas.org.sg)