



Cerebral Palsy Alliance Singapore

Annual Report 2014/15



Content

About Us	1
Chairman's Message	2
Board Members	4
Management Team	4
Summary of FY 14/15	5
Financial Summary	9
Acknowledgement	11

About Us

Formerly known as Spastic Children's Association of Singapore, the Cerebral Palsy Alliance Singapore (CPAS) was established in 1957 to provide early intervention, special education, rehabilitation services, day activity centre programmes, vocational training and gainful employment for persons with Cerebral Palsy.

Our Vision

Empowering all persons with Cerebral Palsy to realise their full potential and lead fulfilled, dignified lives.

Our Mission

Dedication to:

- Delivering fully integrated programmes and services at the highest standards with passion, integrity, care, and excellence
- Creating awareness of Cerebral Palsy, and advocating equal opportunities for all persons with the condition

Our Core Values

Hope: We seek to inspire hope in the hearts of our beneficiaries

Empowerment: Our aim is to empower our beneficiaries to overcome their challenges and live a life without limits

Aspiration: Never content with the status quo, we aspire not to only enhance the lives of our beneficiaries, but also our service and capabilities

Respect: Respect is a fundamental value that guides the actions of our staff

Trust: Above all, we value the trust that beneficiaries place in our organisation's programmes and services



1957

Spastic Children's Association of Singapore at Gilstead Road

Chairman's Message

The financial year 2014/2015 has been a stupendous one for CPAS. Board and management have worked hard to further enhance our services and programmes, empower our employees, and strengthen our operations at CPAS.

We are indeed very grateful to have a team of committed staff who will go the extra mile for our beneficiaries and children. With the guidance and support of MSF, MOE, NCSS and the CPAS Board, we will continue to break new ground and do even better for our beneficiaries and children.

Enhancing our Services

In January 2015, the Early Intervention Programme for Infants and Children (EIPIC) team successfully implemented the Tran-Disciplinary (Trans-D) approach and family-centred practice in all of its 32 EIPIC classes. As one of the national pilot centres, CPAS EIPIC continues to develop family-centred, integrated services for children with special needs.

One of many initiatives launched by CPAS School in 2014 was the CCA October Fest. This was a platform for students from the school's eleven CCAs to showcase their range of talents and abilities. For swimming and bocchia, our students participated at both national and international competitions.

This past year, CPAS Adult Services took great steps in improving the living spaces and community environments of our beneficiaries. The Goodwill, Rehabilitation and Occupational Workshop (GROW), Art Room, Day Activity Centre (DAC) classrooms, and canteen underwent significant refurbishment; the areas on level 1 are now more functional and have a better ambience.

We also launched the equipment loan library in November 2014. The library enables our beneficiaries to loan equipment for trial before purchase or use after surgery. We hope this initiative will empower our beneficiaries to make more informed decisions and choose equipment best suited to their needs.

CPAS also had several events for our parents and caregivers. Organised by our Allied Health Professionals (AHP) Departments, these included: Parents' Room, Dads for Life, Respite Care R&R Day, Hand in Hand, and several others.

Empowering our Employees

Training and development was also a key focus for all our staff at CPAS. Our staff members accumulated a total of 4476 training hours through their attendance at over 102 training courses. Several staff underwent professional certification courses to upgrade their skills.

As of previous years, our allied health colleagues were invited to present at various workshops and forums in Singapore and abroad. At CPAS, they conducted training and workshops for our caregivers, volunteers, parents and staff, so as to equip these people with the necessary skills to better care for their loved ones with special needs.

We would also like to congratulate Ms Ni Ni Swe, for receiving the 'Best Oral Presenter' award at the Singapore Rehabilitation Conference. In addition, a randomised controlled trial conducted at CPAS, "Over ground walking and body weight supported walking improve mobility equally in Cerebral Palsy" (by Ms Ni Ni Swe and Ms Sunitha Sendhilnathan), has been written and accepted for publication in the peer-reviewed Journal of Clinical Rehabilitation (UK).



PRESENT

Cerebral Palsy Alliance Singapore at Pasir Ris Drive 1

Strengthening Our Operations

To affirm our commitment towards transparency and good corporate governance, CPAS has carried out internal audits in two phases this year. Areas for improvement have been identified and acted upon; no major deficiencies were identified.

An ad-hoc fundraising sub-committee was formed to develop the fundraising strategy for CPAS. We can look forward to a series of new fundraising projects in the coming financial year. These include: September, Art on the Move, and Spare Your Change. We hope to expand our services and reach, as well as strengthen CPAS' position as the national centre for cerebral palsy.

We are One, a Co-operative spirit

In October 2014, CPAS represented Singapore and clinched the World Cerebral Palsy Day Ideas Award of US\$10,000. Out of 48 countries, we submitted the highest number of ideas. I am heartened by this collective show of creativity and it shows that our aspirations for people with cerebral palsy are unbounded. It is also a humble reminder that while much has been achieved, there is still work to be done.

It is encouraging to know that while each department and programme at CPAS is a unique microcosm with different functions, our vision unites us and we can always count on the support of our colleagues to achieve results and scale new heights.

We are grateful to all our partners, corporate sponsors, donors, and volunteers who have journeyed with us this past year. Your efforts continue to make a positive impact on our beneficiaries' lives.

I have no doubt that FY 2015/2016 will be another rewarding year for CPAS. The board, staff, partners and volunteers will continue to work closely together to better the lives of those with cerebral palsy.

**Associate Professor
Kevin Lim, PBM**
Chairman



Hand in Hand 2014:

Associate Professor Kevin Lim, PBM (right) presents a token of appreciation to Dr Lam Kai Yet from the Singapore Orthopaedic Association.

“Our vision unites us and we can always count on the support of our colleagues to achieve results.”

Board Members

 <p>1</p>	 <p>2</p>	 <p>3</p>	 <p>4</p>
 <p>5</p>	 <p>6</p>	 <p>7</p>	<p>1. Chairman Associate Professor Kevin Lim, PBM</p> <p>2. Vice-Chair Dr Janice Wong</p> <p>3. Honorary Secretary Mr Satyaki Sengupta</p> <p>4. Honorary Treasurer Ms Koh Kok Loo</p> <p>5. Assistant Honorary Secretary Ms Foo Siew Fong, PBM</p> <p>6. Assistant Honorary Treasurer Mr Johnny Quah</p> <p>7. Board Member Mr Dhonu Chandra Bhattacharjee</p> <p>8. Board Member Associate Professor Ong Hian Tat</p> <p>9. Board Member Dr Wu Pang Hung</p> <p>10. Board Member Dr Yoong Siew Lee</p> <p>11. Board Member Mr Christopher Lo Weng Wah</p> <p>12. Board Member Ms Chng Wong Yin</p> <p>13. Co-Opted Member Ms Tan Yee Deng</p>
 <p>8</p>	 <p>9</p>	 <p>10</p>	
 <p>11</p>	 <p>12</p>	 <p>13</p>	

Management Team

Executive Director
Ms Jessie Holmberg

Manager, Finance and Admin Department
Ms Nickie Ang

Manager, Corporate Communications Department
Ms Melissa Shepherdson

Manager, Human Resources Department
Ms Angie Tiu Boon Kian

Manager, Adult Services
Ms Joanne Poon

Principal, CPAS School
Mrs Angie Ong

Principal, Early Intervention Programme for Infants and Children (EIPIC)
Ms Latha Kutty

Acting Head, Social Work Department
Mrs Nirmala Gopiendran

Training Advisor, Training and Consultancy Department
Mr D Senthil Kumar

Head, Occupational Therapy Department
Ms Pampi Ghosh

Head, Physiotherapy Department
Ms Baby Than Maung

Head, Psychology Department
Ms Piyali Chakrabarti

Head, Speech & Language Pathology Department
Ms Sunitha Sendhlnathan

A Quick Look at FY 2014/15

Some highlights from each CPAS sub-committee report

Please refer to <http://www.cpas.org.sg/about-cpas/financial-information/> for the full programme and sub-committee reports.

▶ Early Intervention Programme for Infants and Children (EIPIC) Sub-Committee

Full Implementation of Trans-Disciplinary (Trans-D) Approach

By January 2015, all 32 EIPIC classes have fully adopted Trans-D. A team from the Spastics Association of Hong Kong (SAHK) conducted training for 25 Interventionists at our centre in June 2014.

Fee Adjustments

In accordance with the new fee structure guidelines from the Ministry of Social and Family Development (MSF), EIPIC fees have been raised with effect from 1 January 2015. Our new fees now align closely with other EIPIC centres in Singapore.

Work Hard, Play Hard

Some of the events that our EIPIC students participated in FY14/15 include:

- Autism Awareness Day
- June Holiday Programme
- Children's Day celebration at River Safari
- Sports Day 2014

▶ CPAS School Management Sub-Committee

Curriculum Review

To provide support for the training and development of its teachers, the school reviewed its curriculum framework with the assistance of a consultant. The review involved four main stages:

- Exploration and review
- Analysis and planning
- Training and development
- Evaluation

Partnership with National Arts Council (NAC)

The teaching and learning experiences were expanded with the adoption of two types of NAC Grants, namely the Artist-in-School Scheme and Arts Education Programme.

Developing Our Skills As Educators

Some of the professional development courses and events our teachers at CPAS School attended include:

- NIE Training
- Inclusive Learning Technologies Conference (Spectronics), in Queensland Australia
- 2014 Council for Exceptional Children Conference (CEC) in Pennsylvania, USA.
- 2014 Special Education (Sped) Conference 'Staying Rooted, Soaring High'

CCA October Fest 2014

The CCA October Fest 2014 is a new initiative launched to showcase students' talents and abilities in the various CCA groups.



68 students

from EIPIC graduated
in 2014.



3 students

from CPASS, Abdul Matin Bin Mustafa,
Chen Yi Xiang and Ahmad Syaathiry Bin
Mohd Tauffit passed the PSLE in 2014.

Adult Services Sub-Committee

Renovations at Goodwill, Rehabilitation and Occupational Workshop (GROW) and Day Activity Centre (DAC)

Renovations were carried out to improve the functionality of the Art room and the GRO Workshop.

Home Improvement Works for Beneficiaries

With the support of corporate sponsor, YTL PowerSeraya and an individual sponsor, beneficiaries in the low-income bracket saw their homes transformed with new paintwork and electrical rewiring. This has enhanced the ambience and functionality of their living spaces.

Beneficiaries as Certified Food Handlers

All five trainees from the cafe social enterprise completed a Basic Food Hygiene course as required by the National Environment Agency, and are now certified food handlers.

Beneficiary Athletes on an International Stage

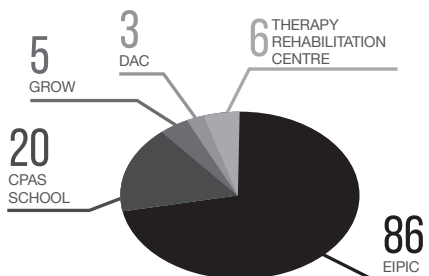
GROW trainee Ms Ng Xiu Zhen came in second when she represented Singapore for a sailing competition at Peterborough, England.

Ms Ng Xiu Zhen and DAC beneficiary Ms Ng Pei Feng represented Singapore in sailing and boccia respectively at the 2014 Asian Para Games in Incheon, Korea.

Case And Review Sub-Committee

Referrals

CPAS received a total of 145 referrals. The breakdown is as follows:



Waiver of Fees

To ease the financial burden of a group of low-income families, the Committee has granted approvals to waive off the outstanding programme fees for approximately 70 beneficiaries.

Financial/Practical Assistance

Generous financial support from corporate organisations include:

- Aerospace Partners: \$500 NTUC vouchers were donated to each of the 56 needy families
- SMRT – London Cab: \$2000 worth of taxi vouchers were donated to beneficiaries across all programmes



50 outings,

activities and celebrations for our Adult Services beneficiaries were organised with the help of our partners and volunteers in FY 14/15.

145 applications

were reviewed for admission to CPAS in FY 14/15.

Professional Sub-Committee

Launch of Equipment Loan Library

The Occupational Therapy (OT), Physiotherapy (PT), and Speech and Language Pathology (SLP) departments launched the "Equipment loan library". This enables beneficiaries at CPAS to loan equipment for trial before purchase or use after surgery, during outings, etc.

Empowering Others through Knowledge Sharing

CPAS Allied Health departments were active in sharing their professional skills and knowledge with others on various public and professional platforms. They also conducted numerous training and workshops internally as well as for the public.

Caring for Parents and Caregivers

Some of the initiatives organised by our Allied Health Professionals for parents and caregivers include:

- Parent's Room
- Hand in Hand
- Dads for Life
- Respite Care - Rest & Relax Day

Meaningful Projects and Collaborations

The PT team collaborated with NYP final year physiotherapy students on their project entitled "Duration of Virtual Reality for Balance training in children with Cerebral Palsy".

Another on-going project for the PT team is a collaboration with the NUS Design and Engineering department and Xentiq company on a Leap Frog Assistive Walker Project for children with Cerebral Palsy.

The OT and SLP departments were also involved in projects with Cummin Power Generation Pte Ltd and ITE East College to design Assistive technology equipment for CPAS beneficiaries.

In an effort to raise mental health awareness, the Psychology department celebrated CPAS' first World Mental Health Day on 8 October 2014.

Staff Sub-Committee

Increasing Manpower

CPAS staff strength grew from 183 to 194. This is mainly due to the expansion of our EIPIC programme and SLP department.

Upgrading and Building Talents

Staff members were sponsored to upgrade their qualifications in their area of specialisation. A total of 102 training courses were attended by staff members, and total training hours tallied up to 4476 hours.

Ensuring Our Staff's Wellbeing

Recreational activities held specially for staff members include:

- Aqua Aerobics
- Badminton
- Table tennis
- Jamming
- Dancing

Valuing Our Employees

CPAS expressed appreciation for our staff members through the following events:

- Bi-monthly birthday celebrations
- Fathers' Day Luncheon
- Mothers' Day Luncheon
- Annual Staff Appreciation Night



Equipment Loan Library

began its operations in
November 2014.

102 training courses

were attended by our staff.

Audit Sub-Committee

Phase I

Phase I involved reviewing the Risk Advisory Work on policies and Standard Of Procedures (SOPs). The policies and SOPs were rolled out in April 2014.

Phase II

Phase II involved the review of 44 existing policies and SOPs to ensure best practices and to identify any service gaps.

Focus Areas

These include:

- Setting up of the Whistle Blowing Policy
- Enhancing the security of the volunteer database
- Collection and custodianship of funds from fundraising activities
- Procurement/payment processes to be strengthened and documented
- Official documentation of conflict of interest declaration

Moving Forward

CPAS will look into:

- Forming mini audit teams within each department
- Flagging out high-risk items and keeping the committee informed
- Uploading of policies to the CPAS shared drive for staff dissemination upon approval of Phase II

Fundraising Sub-Committee (Ad-Hoc)

A New Sub-Committee

The Fundraising Sub-committee (Ad-Hoc) was set up in February 2015 to provide direction for CPAS' fundraising strategy. Besides strategic planning, the sub-committee will also prospect and cultivate partnerships, evaluate the success and criteria of various fundraising projects and ensure that ethical standards are adhered to.

In the Works

A series of new fundraising projects were planned for the year 2015/16. They include:

- Steptember
- Art on the Move
- Spare Your Change Day (enhanced)



Moving forward,
**mini audit
teams**

will be formed within each department.

The Fundraising Sub-committee was
newly formed

in February 2015.

Financial Summary

Cerebral Palsy Alliance Singapore

Summarised Financial Statements

Statement of Financial Position

For year ended 31st March 2015

	FY14/15	FY13/14
	S\$	S\$
Assets		
Non-Current Assets	9,629,001.00	9,657,690.00
Current Assets	14,695,270.00	12,923,870.00
	<u>24,324,271.00</u>	<u>22,581,560.00</u>
Liabilities and Funds		
Current Liabilities	756,008.00	605,062.00
Deferred capital donation	9,629,001.00	9,657,690.00
Funds	13,939,262.00	12,318,808.00
	<u>24,324,271.00</u>	<u>22,581,560.00</u>

Statement of Comprehensive Income

For year ended 31st March 2015

	Total	Total
	S\$	S\$
Income		
Government Grants	5,397,412.00	5,451,163.00
Specific Donations	973,130.00	627,197.00
General Donations	1,359,164.00	266,215.00
Programmes/ Therapy Treatment fees	443,839.00	428,104.00
Others	2,757,545.00	2,453,463.00
TOL fee	825,972.00	825,972.00
	<u>11,756,972.00</u>	<u>10,052,114.00</u>
Expenditure		
Manpower	6,386,163.00	5,965,529.00
General & Administrative cost	877,897.00	1,233,952.00
Upkeep and utilities	355,723.00	292,930.00
Utilisation of specific fund	1,255,093.00	1,184,304.00
TOL fee	825,972.00	825,972.00
Others	435,761.00	166,432.00
Total Expenditure	<u>10,136,519.00</u>	<u>9,669,119.00</u>
Net profit	1,620,453.00	382,995.00

Cerebral Palsy Alliance Singapore School

Summarised Financial Statements

Statement of Financial Position

For year ended 31st March 2015

	FY14/15	FY13/14
	S\$	S\$
Assets		
Non-Current Assets	168,609.00	187,659.00
Current Assets	2,823,798.00	3,448,684.00
	2,992,407.00	3,636,343.00
Liabilities and Funds		
Current Liabilities	232,978.00	999,987.00
Deferred capital donation	108,501.00	123,978.00
Funds	2,650,928.00	2,512,378.00
	2,992,407.00	3,636,343.00

Statement of Comprehensive Income

For year ended 31st March 2015

	Total	Total
	S\$	S\$
Income		
Government Grants	4,798,852.00	4,196,065.00
Specific Donations	76,064.00	150,711.00
General Donations	1,100.00	4,000.00
Programmes fees	120,644.00	85,086.00
Others	26,483.00	9,545.00
TOL fee	678,537.00	678,537.00
	5,701,680.00	5,123,944.00
Expenditure		
Manpower	2,761,850.00	2,758,820.00
General & Administrative cost	1,327,406.00	791,861.00
Upkeep and utilities	179,716.00	244,744.00
Utilisation of specific fund	577,654.00	630,848.00
TOL fee	678,537.00	678,537.00
Others	37,967.00	16,845.00
Total Expenditure	5,563,130.00	5,121,655.00
Surplus	138,550.00	2,289.00

For our full annual report and financial statements for FY 2014/2015, please visit our website at www.cpas.org.sg. We sincerely thank all donors, volunteers, supporters, friends and well-wishers who have helped make a difference in the lives of our beneficiaries.

We would like to give special thanks to the following for their support:

National Council of Social Service
Ministry of Education
Ministry of Social and Family Development
All our donors, volunteers, friends and well-wishers

Member of



Supported by



Designed by



All illustrations you see on this booklet are based on work proudly done by **our GROW Artists** and **Art Instructor Mr Patrick Yee**

Cerebral Palsy Alliance Singapore

Cerebral Palsy Centre

65 Pasir Ris Drive 1, Singapore 519529

Tel: (65) 6585 5600

Fax: (65) 6585 5603

Email: admin@cpas.org.sg

Web: www.cpas.org.sg