BEYOND BASICS:

GIVING OUR CHILDREN WHAT THEY TRULY DESERVE

CANOSSAVILLE

CHILDREN'S HOME

ANNUAL REPORT 2012

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www.cch.org.sg

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About Us

Founded in 1941, Canossaville Children's Home (CCH) offers residential care to girls aged between 6 years to 12 years who come from family situations which may put them at risk. Our Student Care Centre offers before/after school care for boys and girls, providing them with a conducive learning environment. We work creatively to provide our children with emotional and psychological support. The work we do supports the eventual reintegration of our residents with their families. By cultivating key qualities, our hope is that they will contribute positively to society. The Home is run under the guidance of the Canossian Daughters of Charity.

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Canossaville Children's Home

Message from Chairperson and Supervisor

2012 was a fulfilling year for us at Canossaville in so many ways. We embarked on new initiatives to widen and deepen the opportunities available to our children, forged new community partnerships and finalized medium-term plans for a much needed renovation of our Home.

To many of our children and their families, their aspiration is to have a 'good enough' life. But they deserve much more! We strive to enable and empower them – to lift them out of their present difficult circumstances and support them in their quest to achieve to the best of their abilities. Beyond the basics of food, shelter and a supportive, caring and nurturing environment, we aspire to give our children the gift of social mobility. We work creatively to provide our children with opportunities to deepen their experiences and widen their perspectives.

As always we were blessed with the generous support of benefactors, corporate donors, individual donors, volunteers and many others. Apart from our loyal stalwarts, we made many new friends - corporations and individuals who learned of our aspirations for the children and generously gave of their time and money. In particular, the support of the Marine Parade and MacPherson communities led by ESM Goh Chok Tong provided the impetus for us to plan for a much needed upgrade for Canossaville.

Within the Home we continued to invest in our staff and to review and refine our processes in order to ensure efficiency and effectiveness. Our commitment is to give our children the best that they deserve and in this respect we feel obligated to constantly view ourselves with a critical eye so that we give of our best.

Thank you for walking with us as we strive to enable our children to aspire, to achieve and to contribute positively to society.

Sister Theresa Seow Lee Huang
Chairperson & Supervisor

Management Committee 2012

Chairperson
Sr Theresa Seow Lee Huang

Vice Chairperson
Mr Yong Kwet Leong

Treasurer
Ms Adeline Tan Li Kiang

Secretary
Ms Selvathi d/o Sambasivam

Member
Ms Agnes Chew Geok Kim

Member
Mr Michael Saw Tian Syh

Member
Ms Peggy Sarah Yee May Kuen

Member
Ms Wong Chooi Ling

Member
Ms Yap Soik Wai

Our Staff Team
(as of 31 December 2012)

Executive Director
Suzana Yeo

Residential Head
Sr Rose Low

Programmes
Geraldine Chow
Sharmaine Lin

Volunteer Mgmt & Literacy
Marianne Chan

Casework & Counselling
Florence Tan
Nancy Chai

Communications
Bernadette Png

Administration & Operations
Sr Florence Teo

Student Care
Cecelia Dorai
Mang Neam Cing
Sharmaine Lin
Susan King

Residential
Annie Choo
Helen Cheo
Jenny Chia
Marisa Dairo Dabuco
Nant Moe Hnin Soe

Mission

In creative partnership, we collaborate with parents and caregivers to provide children with emotional and psychological support using promotional and preventive approaches.

Vision

A happy, confident and resilient child who is creatively other-centred.

Guiding Principles

Every child can learn.
Every child is precious and unique.
Every child deserves love, care and respect.
Every child deserves opportunities to develop his or her potential.

Partner Us!

Donate
Change Begins in Your Pocket! Your support will help keep our doors open and give our children the opportunities they deserve to grow and excel. Choose to give via cheque, cash or through SG Gives via our website. Contact our admin office (info@coh.org.sg) to make a valuable difference.

Leave A Legacy
Pledge your support by making a planned gift through your will. You can do so with your financial advisor or contact our admin office (info@coh.org.sg) to guide you towards the ultimate gift for our children.

Volunteer With Us
Share your time & talents with our children and the Home. Contact our volunteer manager (volunteer@coh.org.sg) for meaningful opportunities.

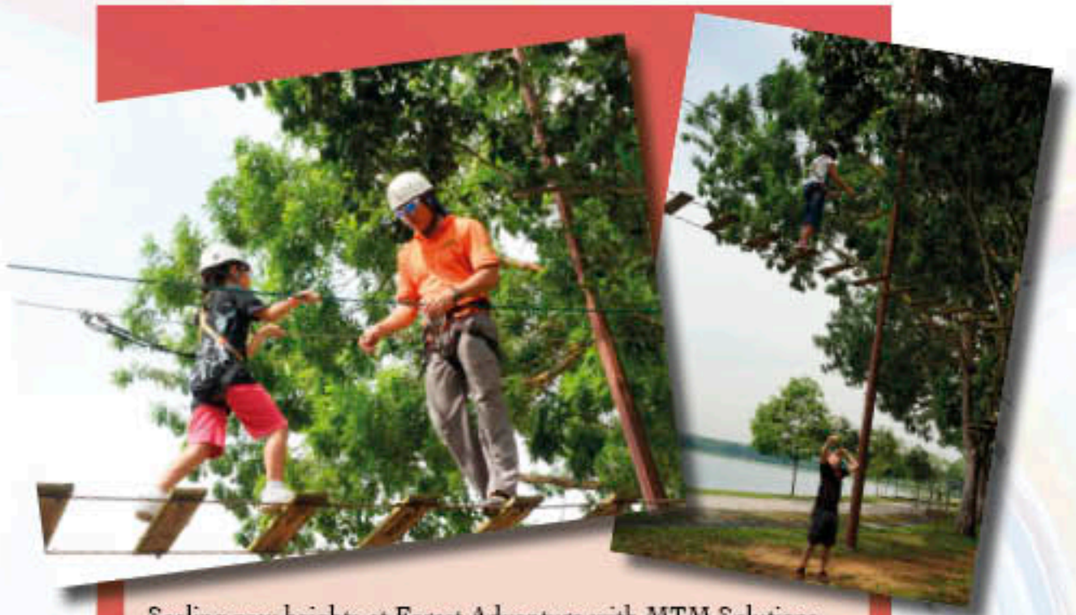
As a Corporate Organization/Community Group
Partner us to inspire social responsibility in your company/group. Contact our programmes team (info@coh.org.sg) to explore partnership opportunities.

Enriching Lives Through Partnerships, Empowerment Through Opportunity

Here at Canossaville, we believe in giving our children opportunities that enable them to maximise their fullest potential. Children these days gain from the benefit of enrichment classes and opportunities for exposure and informal learning. However these are beyond the reach of our children due to their difficult family circumstances.

Sandcastle building on Children's Day with HDB & HDB Staff Union

Facilitators engaging parents and children at our quarterly Family Bonding event



Scaling new heights at Forest Adventure with MTM Solutions

Our programmes play an essential role in helping our children widen their perspectives and gain a well-rounded formation. It is our hope that these experiences will enable them to aspire towards a better future and support them in a life-long quest for knowledge and learning. A concerted effort has been made to expand the scope of programmes for our children, ranging from the arts, life skills, morals and values education to sports. This can only be achieved with the active involvement of corporate organizations, schools and community groups and volunteers. These meaningful collaborations have borne creative and focused initiatives.

Christmas craftmaking with Microsoft Singapore

For instance, with the help of long-time partner HDB, our children developed their green thumbs by setting up mini garden plots to grow organic vegetables. Staff from John Little & Robinsons gave our children the challenge of spending within a budget through games. Acquiring such practical skills is integral to enabling our children to manage their resources.

Our long term percussion programme marked a key milestone. Since it was initiated 6 years ago, it has helped foster an appreciation of music and rhythm in our children with the use of ethnic and global percussion instruments. The highlight was the opportunity to perform at the welcome dinner of the 2nd ASEAN Children's Conference. That the children played in perfect harmony to a widely-impressed audience is testament to the discipline and team spirit that they have developed through the course of the training. It was a big boost of confidence for the children who gained a sense of achievement.

As Singapore's social landscape continues to evolve, so too will the challenges that our children have to face. But they are not alone. The community at large has played an active role in helping us realize our vision for our children. We acknowledge the importance of their involvement and greatly treasure this partnership. Together, we can propel our children to be the best that they can be!

Standard Chartered Bank

Cultivating A Meaningful Partnership

Standard Chartered Bank has been a valued partner of Canossaville since 2011. Lin Zhi Xing, Senior Manager, Wholesale Banking Risk Optimization & Reporting, shares more about what it truly means to be 'Here for good'.

What made Standard Chartered Bank (SCB) decide to partner with Canossaville Children's Home (CCH)?

It was a collective decision to partner with CCH as a majority of the staff in our department felt more comfortable working with children, as compared to other age/community groups. It was also one where most of the department staff can participate.

What were some of the objectives that SCB set out in organizing your CSR activities with CCH?

- To be a role model and positive influence in the lives of these children, imparting the right values through the activities we organize for them and the time we spend with them.
- To provide an opportunity for SCB staff to volunteer and contribute to the needs of the less privileged in the community.
- To live out the Bank's brand promise (Here For good) in a tangible and meaningful manner.

How have these objectives been met?

Early last year SCB volunteers conducted life skills training to help children be better prepared for future challenges in their lives.

We have also come to know many of the children well through regular birthday party celebrations and long term engagement. Rather than a one-time-off event, the Bank has committed to the home for three years. This is a good demonstration of the Bank's promise (to be here for good, here for the long run). Our volunteers will continue to organize activities for the home and children, and contribute to the children's development.

What were some of the key challenges faced by the staff and/or organizing committee in carrying out your voluntary work here with CCH?

We needed to exercise a lot of self-constraint to ensure that the casual and informal interactions do not unintentionally influence the way the children interact with other people. The life lessons they experience today will affect how they behave in the adult world later on.

Organizers also needed to coordinate the limited time and availability of staff, especially when a large number of volunteers is needed for major activities. Staff also raise the resources necessary to organize and execute the activities. But what we lack in resources we make up with creativity, focusing on new things or ideas the children might not normally do.

Through your CSR experience, can you share key lessons that you have gained?

Lesson 1

Activities must be structured so that key goals that we have set for the children are achieved.

Lesson 2

For playtime to be truly meaningful, the activities we organize must help cultivate a sense of bonding with their friends or deliver something that gives them a sense of achievement. For example, the kite flying experience allowed them to realize that anything is possible when they are in the outside world if they take charge. The costume making workshop allowed them to express their creativity while understanding that the best results come from teamwork and planning rather than doing things alone.

Lesson 3

Real volunteering that makes a difference requires continuous involvement and engagement. A single day's activity has impact and recall but does not help the children remember important life lessons such as teamwork, forward thinking and being brave when trying new things. But a series of structured and related activities does.

What is your one key wish for our children?

We hope the children will be able to continue the spirit of volunteerism and give back to society in future.

Voices of Volunteers

The work that we do at Canossaville would not be possible without the involvement of volunteers who share their gift of time and talents. Through meaningful partnerships, we are able to provide our children with the academic and learning opportunities that allow them to be the best that they can be.

I feel that I have established a special bond with the children. I enjoy watching them and listening to the trivial things they share with me. It makes me happy to know that children who are not my own are happy to see me. On days when I have had to miss my sessions, I would anticipate seeing them again. I am so glad to be able to share with them the many blessings I have had.

– KIM MARIE MARTIN

My becoming a part of Canossaville was accidental. I accompanied my son to volunteer once. I was impressed by the gentle guidance that Sr Florence demonstrated in getting the children to think through play. I decided to give it a try and have since found it to be a fulfilling experience. It is a privilege for me to be part of the Oxford Reading Tree programme. The children's enthusiasm and eagerness to attend the programme, their laughter and enjoyment when they role play the story we have read, and their spontaneous impromptu dance moves leave me with many fond memories.

– PHUA SHEAU FEN

Interacting with the children allows me to see the world from a different perspective. I find it immensely fulfilling to listen to their innocent chatter, witness their smiles, tears, growth and progress. It was heartwarming to have a child include me in a picture that she drew of her home. I was also touched to receive a handmade bracelet from the girls when I was ill. I am thankful to the supportive staff who are receptive to suggestions, making me feel a part of the Canossaville team.

– ANN LEE

The children's enthusiasm keeps me coming back to Canossaville to continue what I find to be meaningful time spent with them. I have fond memories of the day I brought two young girls to the Zoo. It was such a thrill for me as well! I witnessed their excitement and awe when they caught sight of an elephant in real life for the first time. It was indeed a priceless experience for me!

– JEN KWONG HUI

Financial Summary

For the year ended 31st December 2012

Suhaimi Salleh & Associates conducted an independent audit of the financial activities of Canossaville Children's Home for the year ended 31 December 2012. Our complete audited financial statements are available on our website at http//www.cch.org.sg

Balance Sheet

As At 31 December 2012

	2012 S$	(As Re-presented) 2011 S$
ASSETS		
NON-CURRENT ASSET		
Property, plant and equipment	35,140	47,839
CURRENT ASSETS		
Inventories	4,675	6,400
Other receivables, deposits and prepayments	17,432	8,314
Fixed deposits	1,398,951	1,246,966
Cash and cash equivalents	505,169	590,924
	1,926,227	1,851,604
TOTAL ASSETS	1,961,367	1,899,443
LIABILITIES AND FUNDS		
CURRENT LIABILITIES		
Other payables and accruals	50,444	38,276
TOTAL LIABILITIES	50,444	38,276
FUNDS		
UNRESTRICTED FUNDS		
General fund	1,699,739	1,603,954
	1,699,739	1,603,954
RESTRICTED FUNDS		
Charity project funds	11,088	49,037
Renovation fund	200,096	208,176
	211,184	257,213
TOTAL FUNDS	1,910,923	1,861,167
TOTAL LIABILITIES AND FUNDS	1,961,367	1,899,443

Statement of Financial Activities

For The Year Ended 31 December 2012

	2012					
		Restricted Funds				
	Unrestricted Funds S$	Charity Project Funds S$	Renovation Fund S$	Subtotal S$	Grand Total S$	2011 S$
INCOME						
Income From Generated Funds						
Voluntary income						
Grants and fundings	134,800	-	-	-	134,800	107,583
Non-tax exempt donations	73,758	-	-	-	73,758	56,232
Tax exempt donations	298,813	-	-	-	298,813	197,557
Income From Charitable Activities						
Charity project income	-	-	-	-	-	33,068
Community Development Council fees subsidy	66,545	-	-	-	66,545	11,766
Residential payment	27,207	-	-	-	27,207	13,034
Student care fees	89,635	-	-	-	89,635	71,490
Sundry income	47,119	-	-	-	47,119	52,090
Other income						
Interest income	12,776	-	-	-	12,776	6,793
TOTAL INCOME	750,653	-	-	-	750,653	549,613

Statement of Financial Activities

For The Year Ended 31 December 2012

	2012					
		Restricted Funds				
	Unrestricted Funds S$	Charity Project Funds S$	Renovation Fund S$	Subtotal S$	Grand Total S$	2011 S$
EXPENDITURES						
Cost of Charitable Activities						
Advertisement (recruitment)	-	-	-	-	-	2,156
Charity project expenses	-	37,949	-	37,949	37,949	49,738
Children's expenditures	17,507	-	-	-	17,507	24,021
Contribution for premises and facilities	48,000	-	-	-	48,000	46,000
Information Technology support and maintenance	-	-	-	-	-	2,522
Miscellaneous charges	2,750	-	-	-	2,750	-
Office supplies	974	-	-	-	974	-
Other supplies	1,061	-	-	-	1,061	86
Repairs and maintenance	7,636	-	8,080	8,080	15,716	19,904
Service charge	5,383	-	-	-	5,383	6,798
Staff costs	330,304	-	-	-	330,304	358,356
Stationery and printing	2,035	-	-	-	2,035	-
Sundry expenses	7,201	-	-	-	7,201	25,629
Transport	862	-	-	-	862	3,411
Upkeep of motor vehicle	4,939	-	-	-	4,939	-
Utilities	23,228	-	-	-	23,228	26,285
Volunteer expenses	4,750	-	-	-	4,750	10,122
	456,630	37,949	8,080	46,029	502,659	555,028

Statement of Financial Activities
For The Year Ended 31 December 2012

	2012					
		Restricted Funds				
	Unrestricted Funds S$	Charity Project Funds S$	Renovation Fund S$	Subtotal S$	Grand Total S$	2011 S$
Governance Costs						
Accounting fees	10,230	-	-	-	10,230	-
Advertisement (recruitment)	-	-	-	-	-	592
Audit fee	4,296	-	-	-	4,296	4,300
Bank charges	210	-	-	-	210	259
Depreciation	15,901	-	-	-	15,901	113,088
Information Technology support and maintenance	6,076	-	-	-	6,076	-
Insurance	1,719	-	-	-	1,719	4,790
Licence and subscription	-	-	-	-	-	24
Miscellaneous charges	17	-	-	-	17	50
Office supplies	4,512	-	-	-	4,512	1,657
Other supplies	117	-	-	-	117	-
Postage	951	-	-	-	951	378
Repairs and maintenance	1,906	-	-	-	1,906	-
Staff Costs	141,999	-	-	-	141,999	89,546
Stationery and printing	3,640	-	-	-	3,640	4,485
Telephone	2,173	-	-	-	2,173	2,309
Transport	67	-	-	-	67	2,250
Upkeep of motor vehicle	-	-	-	-	-	405
Utilities	4,424	-	-	-	4,424	6,007
	198,238	-	-	-	198,238	229,120
TOTAL EXPENDITURES	654,868	37,949	8,080	46,029	700,897	784,148

Statement of Financial Activities
For The Year Ended 31 December 2012

	2012					
		Restricted Funds				
	Unrestricted Funds S$	Charity Project Funds S$	Renovation Fund S$	Subtotal S$	Grand Total S$	2011 S$
NET INCOME/(EXPENDITURES) BEFORE TAX EXPENSE	96,785	(37,949)	(8,080)	(46,029)	49,756	(234,535)
TAX EXPENSE	-	-	-	-	-	-
NET INCOME/(EXPENDITURES)	96,785	(37,949)	(8,080)	(46,029)	49,756	(234,535)
TRANSFERS						
Gross transfers (from) funds	-	-	-	-	-	-
Gross transfers to funds	-	-	-	-	-	-
NET TRANSFERS IN FUNDS	-	-	-	-	-	-
NET MOVEMENTS IN FUNDS	96,785	(37,949)	(8,080)	(46,029)	49,756	(234,535)
RECONCILIATION OF FUNDS						
TOTAL FUNDS BROUGHT FORWARD	1,603,954	49,037	208,176	257,213	1,861,167	2,095,702
TOTAL FUNDS CARRIED FORWARD	1,699,739	11,088	200,096	211,184	1,910,923	1,861,167

Statement of Cash Flows
For The Year Ended 31 December 2012

	2012 S$	(As Re-presented) 2011 S$
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income/(expenditure) before tax expense	49,756	(234,535)
Adjustments for:		
Profit from sale of motor vehicle	(12,500)	-
Depreciation	15,901	113,088
Interest income	(12,776)	(6,793)
Net income/(expenditure) before working capital changes	40,381	(128,240)
(Increase)/decrease in operating receivables	(318)	9,146
Increase in operating payables	12,168	9,956
Net cash generated from/(used in) operating activities	52,231	(109,138)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received	5,701	6,938
Placement of fixed deposits, net	(152,985)	(101,151)
Proceeds from sale of motor vehicle	12,500	-
Purchase of property, plant and equipment	(3,202)	(6,036)
Net cash used in investing activities	(137,986)	(100,229)
CASH FLOWS FROM FINANCING ACTIVITY	-	-
Net decrease in cash and cash equivalents	(85,755)	(209,367)
Cash and cash equivalents brought forward	590,924	800,291
Cash and cash equivalents carried forward	505,169	590,924
Cash and cash equivalents carried forward comprises		
Cash in hand	3,300	3,300
Cash in transit	-	1,830
Cash at bank	501,869	585,794
	505,169	590,924

Reserve Policy
The reserves of the Home as at 31 Dec 2012 stood at $1,699,739. This is $95,785 or 6% above 31 Dec 2011. Our policy defines reserves as funds that are available for the operating needs of the Home and not subject to commitments and other planned expenditure. Reserves do not include restricted or designated funds. The Home has a policy guideline to maintain reserves up to 3 times its annual operating expenditure. The ratio of reserves to annual operating expenditure as at 31 Dec 2012 was 2.4 (2.06 as at 31 Dec 2011). There is an annual review of the Home's Reserve Policy.

Employee Benefits
None of the Home's employees were remunerated more than or equal to S$100,000 during the financial years ended 31 Dec 2012 and 2011.

The work that we do at Canossaville Children's Home would not be possible without the support and active participation of our benefactors and volunteers. A big thank you to all of you who have been working closely with us. We hope to continue to strengthen this partnership with you. Together we can make a difference in our children's lives.