ASPIRING HOPE

Canossaville
Children & Community Services

JOURNEY OF SERVICE AND IMPACT

ANNUAL REPORT 2023

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JOURNEY OF SERVICE AND IMPACT

2023

MISSION

Nurturing each
in her/his own way
by forming hearts,
enlightening minds and
empowering spirits to live in
The Way, The Truth and The Life.

VISION

Forming Hearts
Transforming Lives
Empowering Communities

CANOSSIAN VALUES

Charity
Humility
Forgiveness
Faith

CANOSSIAN ATTRIBUTES

Commitment
Cheerfulness
Compassion
Gratitude

Just as the Japanese art of paper folding epitomizes transformation, our year has been marked by profound change and growth. Each fold in origami reflects the meticulous effort, creativity, and dedication required to create something beautiful and meaningful. Similarly, our journey in 2023 has been shaped by the dedication and hard work of our team, partners, and the communities we serve. Together, we have transformed challenges into opportunities, crafting a future filled with hope and positive impact.

As you delve into the following pages, you will discover the stories of hope, resilience, and transformation that define our journey and the journeys of the lives of the children who have passed through the gates of Canossaville.

Thank you for cruising with us on this voyage of service and impact. Together, we sail to aspire Hope and make Jesus known and loved.

Message from Sr Theresa Seow

Supervisor
Canossian Village

When I look back at 2023, I am thankful for the countless blessings we have received and the many ways in which we have grown in faith, love, and service. Our mission extends beyond academic milestones; we are deeply committed to the formation of heart and character, nurturing our children to become compassionate and resilient individuals guided by our Catholic values.

Our children, from K1 through P6, are imbued with Canossian values of Charity, Humility, Forgiveness and Faith. Through our signature programme, the Canossian Care Curriculum, and daily interactions, we encourage our children to embody these values. This holistic approach ensures that our children not only excel academically but also grow into morally upright and spiritually grounded individuals.

In March 2023, we started our preparation for the 250th birth anniversary of St Magdalene of Canossa in 2024. The year-long preparation for the anniversary has been a profound and enriching experience for our entire community. Canossa Catholic Primary School (CCPS) kicked off the celebration with the Bread Door Project to emulate St Magdalene's mission to make sure Jesus is known and loved. With that, Canossaville launched and expanded Project ROTI and reached out to the less privileged seniors in the MacPherson neighbourhood. Through this outreach, we had the opportunity to meet the elderly, especially those who were living alone.

Another heartwarming highlight of the year was our celebration of Grandparents' Day in July. St Magdalene of Canossa called the elderly "mountains of gems" for their wisdom, experience, and contributions. So, on the Feast Day of St Joachim and St Anne, the grandparents of Jesus, Canossaville provided each child with packets of traditional biscuits and taught them to ask for God's blessings on their grandparents. We want our children to cultivate filial piety as part of the formation of the heart. This little gesture is Canossaville's way of providing opportunities for our children to celebrate the elderly as gifts from God.

As we serve and support others, we, too, are deeply blessed because Church of St Mary of the Angels responded to the Nativity by collaborating with Canossaville. This reciprocal blessing strengthened our resolve and inspired us to continue our mission with unwavering faith and determination.

I extend my heartfelt gratitude to our staff, families, benefactors, and friends for their unwavering support and partnership. Together, we are building a brighter future for our children, grounded in faith and love.

May God bless you and keep you in His grace.

Message from Mr Charles Fan

Chairman
Canossaville

As I reflect on the past year, it is with great pride and gratitude that I share this message with you. Canossaville has always been dedicated to nurturing and empowering children and their families, and 2023 has been no exception. Our commitment to this mission remains unwavering, and it is deeply rooted in our understanding of the broader social, community, and economic context in which we operate.

Community wise, we are in sync with the national agenda of fostering social cohesion and inclusivity. Our programs and services are designed to support the government's initiatives to uplift the underprivileged and promote equal opportunities for all.

Socially, Canossaville is deeply embedded in the fabric of our community. Our partnership strategy is attuned with the Ministry of Social and Family Development's social service summit theme, "Strengthening Connections, Partnering for Impact". Our partnerships with our advocates like **Caritas Singapore** and **Lien Foundation**, have grown from strength to strength and new alliances have been forged with corporates like **BNP Paribas, UOB, Johnson and Johnson, and National Service Resort and Country Club**.

Economically, we recognise the importance of sustainability and efficiency in our operations. We are committed to prudent financial management and strategic resource allocation to maximize our impact. We introduced life skills programs for our children, and a series of parenting workshops, with the objective of providing long-term empowerment, equipping families under our care with the opportunities they need to achieve self-sufficiency.

As we navigate the complexities of the social service landscape, our focus remains steadfast on our core values of Charity, Humility, Forgiveness and Faith. We are inspired by the resilience and potential of the children and families we serve, and we are motivated by the belief that every individual deserves the chance to thrive.

Thank you for your continued support as we journey forward together to achieving our mantra in forming hearts, transforming lives and empowering communities!

Message from Mr Damon Goh

Executive Director
Canossaville

Appointed to position
1 September 2023

2023 has been a period of significant transition and growth for Canossaville, and I am honoured to be part of this dedicated team. As I step into my role as the Executive Director, I am filled with a deep sense of responsibility and excitement for our journey ahead. Operational excellence has been pivotal in driving our mission forward as we continue to provide the highest quality of care and support to the children and families we serve.

Streamlining Processes
A key priority has been the optimisation of our processes. By conducting thorough reviews and implementing strategic changes, we have improved workflow and achieved better productivity.

Strengthening Infrastructure
To strengthen our governance and internal processes, we engaged the services of a consultant company to reinforce accountability and realign to industry standards.
To enhance the learning experience of our children and further develop their crucial cognitive skills, we incorporated a sensory playground to our preschool, designed to engage and stimulate their senses.

Honing Capabilities
Training and development have been critical in our service delivery and we are committed to continuously train and develop our staff. Some of the courses our staff attended include Cochlear Connect Masterclass for the Allied Health Professionals, Language and Communication Disorders in Children for our teaching staff, and the Practitioner Certificate for Data Protection for some of our Administrative staff.

Collaboration within the Village
This year, we have also placed a strong emphasis on fostering partnership within the Village. Our collaboration with various sectors within the Canossian Village have been pivotal in creating a seamless and integrated support system. Our beneficiaries are thriving because of our Canossian Circle of Care where early intervention enables our multidisciplinary team of professionals to expeditiously support our children across areas of learning, behaviour and psychosocial needs.

Looking Ahead
As we move forward into 2024, we remain steadfast in our dedication to continuous improvement and innovation. We will continue to review and enhance our operating model, ensuring that we are always responsive to the evolving needs of our community. Our focus will remain on engaging and empowering families, providing them with the tools and support they need to build a brighter future.

Thank you for your unwavering support and belief in our mission. Together, we are creating lasting change and building a better tomorrow for the children and families of Canossaville.

2023 Canossaville Management Committee

CHAIRPERSON

MR CHARLES FAN

Retiree

VICE CHAIRPERSON

MS PEGGY YEE

Advocate & Solicitor, PY Legal LLC

SECRETARY

MS LIM LUCK SIEW

Teaching Fellow at National Institute of Education, NTU

TREASURER

MDM CHEN YEW NAH

Founder of Zeles Network Ltd

ASSISTANT TREASURER

MDM AU CHIN GOA

Financial Controller, Kwang Sia Pte Ltd

MEMBER

DR GRACE LEE

Senior Consultant, Paediatric Anaesthesia, KK Hospital

MEMBER

SR ELIZABETH THAM

Member, Canossian Daughters of Charity

MEMBER

DR LIAN WEE BIN

Medical Director & Consultant Paediatrician / Neonatologist of SpecialKids Child Health & Development Clinic

Director, SpecialKids Intervention, Learning & Therapy Centre

Board Meeting Attendance 2023

Date of Appointment	Name	29 Mar	22 Jun	25 Oct	29 Nov
1 Jan 2023	Mr Charles Fan	✓	✓	✓	✓
1 Jan 2023	Mdm Peggy Yee	✓	✓	✓	*ABS*
1 Jan 2023	Mdm Lim Luck Siew	✓	*ABS*	✓	✓
1 Jan 2023	Mdm Chen Yew Nah	*ABS*	✓	✓	✓
1 Jan 2023	Mdm Au Chin Goa	*ABS*	✓	✓	✓
1 Jan 2023	Dr Grace Lee	*ABS*	*ABS*	✓	✓
1 Jan 2023	Dr Lian Wee Bin	✓	*ABS*	✓	✓
1 Jan 2023	Sr Elizabeth Tham	*ABS*	✓	✓	✓

**Ms Peggy Yee has served for more than 10 consecutive years. We are retaining her services because of her expertise on legal matters.*

Overview of Charity

Canossaville Children and Community Services (Canossaville) was registered as a charity under the Charities Act 1994 in the Republic of Singapore since 29 June 1987.

Canossaville is a registered charity with IPC (Institution of a Public Character) status and our current license is from 1 August 2021 to 31 July 2024.

Banker
DBS Bank Ltd
22 Malacca St
#01-00 RB Capital Building
Singapore 048980

Unique Registration Number (UEN)
S87CC0462K

Registered Address of Charity
1 Sallim Road (Gate 3)
Singapore 387621

Auditor
Suhaimi Salleh & Associates
71 Ubi Crescent #08-01 Excalibur Centre Singapore 408571

2023 ORGANISATIONAL CHART

Canossa Mission Singapore (CMS) is the social arm of the Canossian Daughters of Charity (CDoC) and Canossaville Children and Community Services (CCCS) is accountable to the Canossian Sisters who provide guidance on how a Canossian ministry is carried out.

ABOUT US

Canossaville Children and Community Services

Founded by the Canossian Sisters in 1941, Canossaville is licensed by the Ministry of Social and Family Development (MSF) and the Early Childhood Development Agency (ECDA). Canossaville is a registered charity in Singapore.

The support and services under Canossaville include:

Canossaville Preschool
A Catholic mainstream preschool for children aged 18 months to 6 years which focuses on the holistic development of the child. It also provides an inclusive environment to support children with hearing loss.

Canossian EIPIC (Early Intervention Programme for Infants and Children)
A one-stop early intervention and therapeutic support for children 6 years and below with hearing loss.

Canossaville Student Care
An integrated student care centre serving the needs of primary school-aged students from the Canossian Village.

Canossian Child Development Unit
A multidisciplinary team of professionals supporting the children and their families across the areas of learning, behaviour, and psychosocial needs.

Canossaville in Numbers

FORMING HEARTS

120 Enrolment under CPS

236 Students in CSC

51 Children with hearing loss and learning needs across CPS, EIPIC and CSC

7,440 Intervention hours for children with hearing loss

229 Children received support from Canossian Child Development Unit

2,388 Student Care hours

EMPOWERING COMMUNITIES

300 Hours of care pack distribution through Project ROTI

185 Parents and caregivers benefitted from parent workshops and family programmes

TRANSFORMING LIVES

31 CPS Graduands

9 EIPIC Graduands

114 Children received financial assistance

50 Beneficiaries from Macpherson received care packs from Project ROTI per distribution

150 Beneficiaries from the Village received care packs from Project ROTI per distribution

Canossaville Preschool (CPS)

Canossaville Preschool (CPS) is a Catholic mainstream preschool for children aged 18 months to 6 years which focuses on the holistic development of the child. It also provides an inclusive environment to support children with hearing loss.

CPS is dedicated to nurturing compassionate and socially responsible young learners while instilling the Canossian values of Charity, Humility, Forgiveness and Faith. In 2023, our children in K1 participated in "Start Small, Dream Big" programme. This programme was initiated by the Early Childhood Development Agency (ECDA) to encourage preschools to provide authentic platforms for children to innovate, and problem-solve, while leveraging on their unique strengths to assist others.

CPS forged a partnership with St. Joseph's Home, where our children, alongside their parents, collected donations and prepared care packs to fulfil the wishes of the elderly residents.

The participation in this intergenerational programme certainly enlightened the minds of our children about charity and humility and caring for our aged community. This initiative not only increased the children's empathy towards the elderly, but also deepened the bond with their parents as they work together doing good things for others.

Parents play a pivotal role in their child's formative years. Recognising the importance of parental involvement, CPS initiated many parental engagement events. During the Mid-Autumn Festival celebration, parents mingled with their child's educators making snow skin mooncakes, participating in tea-tasting ceremonies and lantern walks, In an informal setting, parents gained insights into their child's progress, strengths, and areas for improvement.

Similarly, the Children's Day celebration welcomed parents to join in the merry-making, Parents actively participated in activities aimed at nurturing their child's creativity, social and cognitive skills. By actively involving parents as collaborators in their child's time spent outside the home, Canossaville Preschool provided the assurance that each child would develop into a uniquely Canossian individual, grounded in strong values and equipped with love for lifelong learning.

Canossian Early Intervention Programme for Infants and Children (EIPIC)

The Canossian Early Intervention Programme for Infants and Children (EIPIC) supports children aged 6 years and below with hearing loss through therapy services and small group intervention.

Canossian EIPIC aims to provide a nurturing environment where children with different needs are given the necessary support for a great start in life. In 2023, Canossian EIPIC initiated comprehensive programmes aimed at empowering children and parents to effectively address the challenges of hearing loss. These initiatives encompassed a range of activities and workshops tailored to enhance understanding, skills, and support systems.

Built around family centred practices, Canossian EIPIC conducted an Experience Book workshop for the parents. The Experience Book is one of the many communication tools that Canossian EIPIC uses to help children hone their listening, speech, language, and literacy skills. During the workshop, parents gained hands-on experience in guiding their child through the creation of their own Experience Book. These books not only enhances self advocacy but also serve as a means for family bonding.

To further promote family engagement, Canossian EIPIC organised a family day at Hort Park. Both parents and children enjoyed the beauty of the greenery on display as they strolled through the 10 hectare park.

Through a lively scavenger hunt, they engaged in interactive activities, facilitated by teachers and staff stationed at key points throughout the park. The event also sparked friendly competition among peers, encouraging social interaction and teamwork. For the children, these experiences encouraged adaptability and independence which would lead them to become confident advocates for themselves. Moreover, the significance of family bonding in nurturing a child with hearing loss was highlighted, underscoring Canossian EIPIC's mission to instill hope and resilience in every child, regardless of their challenges.

By fostering collaboration and equipping stakeholders with essential tools and knowledge, Canossian EIPIC continues to pave the way for inclusive education and holistic support for children with hearing loss.

Canossaville Student Care (CSC)

Canossaville Student Care is a special student care centre serving the needs of primary school children from the Canossian Village. Canossaville Student Care is committed to providing equal opportunities for all children, regardless of financial circumstances.

Thanks to generous funding, many of our programmes are heavily subsidised or even offered free to children on existing subsidy schemes, ensuring accessibility without imposing additional financial burdens on their families.

In 2023, our students explored various forms of art, including music, pottery, and painting. These activities fostered creativity and self-expression, not only enhancing rhythm and hand-eye coordination, but also promote cultural awareness.

With the support of organisations like **Caritas**, we offered enrichment programmes such as these that exposed children to activities they might otherwise not be able to afford. These programmes helped children discover new interests, nurture their talents, and develop their ability to think creatively and critically.

As part of our holistic approach to education, Canossaville Student Care also offered Life Skills programmes such as Food Discovery, where children learnt essential skills like cooking, baking, and performing simple chores such as doing the laundry. In line with Canossian values education, Canossaville Student Care imparted these skills to encourage children to practice charity at home with their family members and to foster independence from an early age. This programme emphasised self-sufficiency and responsibility, instilling the importance of cleanliness and organisation in their daily lives.

Through these diverse programmes, Canossaville Student Care ensured that every child received a well-rounded upbringing, enriched with valuable life skills and opportunities for personal growth.

Canossian Child Development Unit (CCDU)

The Canossian Child Development Unit (CCDU), comprises a multidisciplinary team of professionals, including speech therapists, educational therapists, occupational therapists, psychologists, counsellors, and social workers. Their primary focus is to support the children and their families across the areas of learning, behaviour, and psychosocial needs. By offering these services within the Canossian Village, we ensure that the children and their families have convenient and timely access to the support they need.

On 25 August 2023, CCDU commemorated Canossaville's 82nd anniversary by organizing an 8-course buffet dinner for low income families whose child is enrolled in our Student Care. In total, 91 attendees from 28 families came for the dinner. The objective was for families to bond and enjoy themselves over a hearty meal without having to worry about bill. The evening ended on a positive note with parents not only bonding with their children but also interacted with other families to form a network of support. They also had the opportunity to meet with the Student Care Facilitators to chat about the progress of their child.

During the Speech and Language Therapy Week from 6th to 10th November 2023, CCDU's Speech and Language Therapists took the opportunity to raise awareness within the Village about speech limitation. A booth was set up for the staff to try out the different Augmentative and Alternative Communication (AAC) systems and gain a firsthand insight on what the children might be experiencing as they use these tools.

The therapists simulated a canteen scenario where staff had the hands-on experience using the AAC to order food and drinks. Not only was it a fun exercise, but more importantly, it deepened the understanding for all of us in the Village about the challenges some of our children face in terms of communication.

Partnership and Collaboration

In 2023, Canossaville continued to recognise the invaluable contributions of our volunteers and supporters. They play a pivotal role in achieving our mission and our vision. The focus was on enhancing our volunteer management strategies to better support, engage, and appreciate our volunteers.

We implemented a more robust recruitment process to attract diverse talents who are passionate about our cause. Our outreach efforts included partnerships with **UOB, BNP Paribas** and **Yazaki Global Purchasing**. And students from educational institutions like **NTU, NUS** and **NJC** also volunteered their services.

UOB sponsored and chaperoned our children to a learner-centred walk at Pasir Ris Mangrove Boardwalk for an up-close and personal encounter with mud crabs, mudskippers and water monitors.

BNP Paribas also fully sponsored and garnered a group of volunteers to spread the cheer to our children by taking them to Bird Paradise. It was indeed and educational and fun outing for our children.

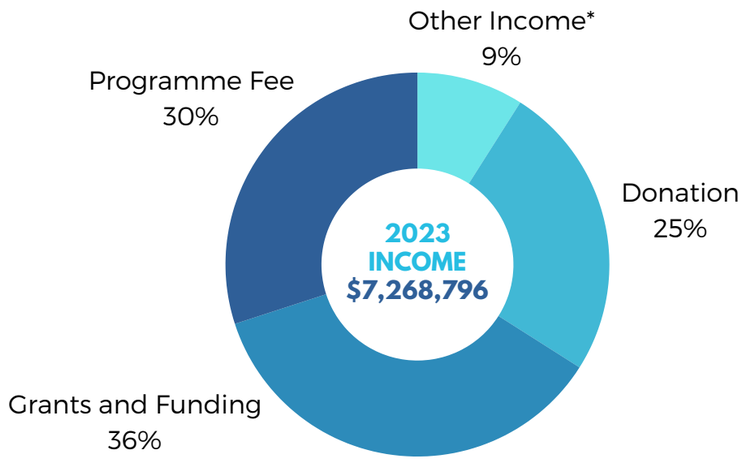
Our children were also blessed with visiting River Wonders during the school holidays, thanks to the sponsorship of Yazaki Global Purchasing.

With much gratitude to our volunteers and generous sponsors, our children were able to explore dynamic living classrooms within Singapore itself!

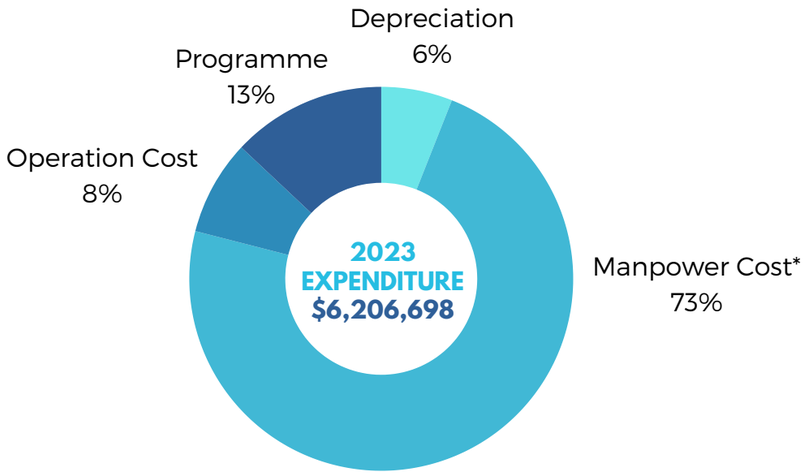
The efforts put into volunteer management yielded significant outcomes. From November to December alone, our volunteers collectively contributed over 384 hours of service, directly benefiting more than 255 children in Canossaville. Their dedication enabled us to expand our programs and services and making a tangible difference in the lives of our children.

We are deeply grateful for their contributions and remain committed to supporting and empowering our volunteers as we continue to advance our mission. Together, we look forward to another year of impactful service and community engagement.

2023 Financial Summary



**Other Income includes the Wage Credit Scheme*

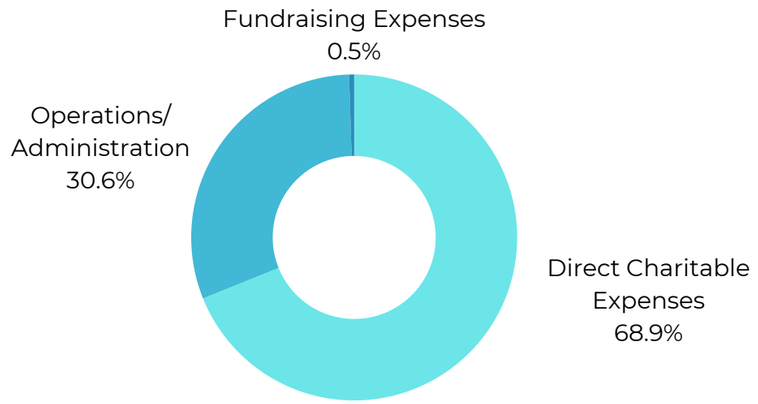


**Manpower Cost includes both programme staff cost and support staff cost*

2023 Breakdown of Charity Dollar

For Financial Year 2023, $68.90 out of every $100 spent by Canossaville went directly to fund programmes and activities that benefitted our clients. Refer to chart below.

The Indirect Charitable Expenses comprise operations, administration and fundraising costs which are financed by funds raised through donations, grants and funding.



Direct Charitable Expenses

Includes programme staff cost and the cost of providing services and programmes for clients.

Indirect Charitable Expenses

Operations/Administration includes rental, utilities, printing, stationery, transport, telecommunications, IT expenses, governance expenses, professional fees and support staff cost.

Fundraising Expenses include costs incurred by fundraising events.

For Financial Year 2023, Canossaville had a surplus of $1,062,098.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2023

	2023					2022				
	Unrestricted funds			Total Restricted funds (Note 9.2)	Total funds	Unrestricted funds			Total Restricted funds (Note 9.2)	Total funds
	Accumulated general fund	Designated fund (Note 9.1.2)	Total Unrestricted funds			Accumulated general fund	Designated fund (Note 9.1.2)	Total Unrestricted funds		
	S$	S$	S$	S$	S$	S$	S$	S$	S$	**S$**
INCOME										
Income from generating funds										
Voluntary income										
- Donations – Tax exempt	915,123	520,314	1,435,437	0	1,435,437	1,028,086	579,647	1,607,733	0	1,607,733
- Donations – Non-tax exempt	325,301	50,666	375,967	0	375,967	112,175	140,918	253,093	0	253,093
- Donations in kind	3,800	0	3,800	0	3,800	3,750	0	3,750	0	3,750
- Grants and fundings	668,875	1,655,396	2,324,271	313,598	2,637,869	294,778	1,180,311	1,475,089	1,819,710	3,294,799
	1,913,099	2,226,376	4,139,475	313,598	4,453,073	1,438,789	1,900,876	3,339,665	1,819,710	5,159,375
Income from charitable activities										
Agency fees	77,875	0	77,875	0	77,875	74,880	0	74,880	0	74,880
Deployment fees	148,000	0	148,000	0	148,000	90,954	0	90,954	0	90,954
Preschool fees	0	945,686	945,686	0	945,686	0	954,468	954,468	0	954,468
Student care fees	0	706,484	706,484	0	706,484	0	638,288	638,288	0	638,288
Registration fee revenue	0	7,830	7,830	0	7,830	0	8,363	8,363	0	8,363
Insurance fee revenue	0	625	625	0	625	0	631	631	0	631
School bus	0	9,070	9,070	0	9,070	0	11,241	11,241	0	11,241
Child development unit fee revenue	0	282,343	282,343	0	282,343	0	43,535	43,535	0	43,535
Children activities	0	7,693	7,693	0	7,693	0	6,828	6,828	0	6,828
Discount given	0	(15,788)	(15,788)	0	(15,788)	0	(16,177)	(16,177)	0	(16,177)
Product revenue	0	9,460	9,460	0	9,460	0	10,473	10,473	0	10,473
	225,875	1,953,403	2,179,278	0	2,179,278	165,834	1,657,650	1,823,484	0	1,823,484
Investment income										
Fixed deposits interest	317,344	0	317,344	0	317,344	22,963	0	22,963	0	22,963
Other income										
Wage credit scheme	53,125	0	53,125	0	53,125	267,205	0	267,205	0	267,205
Interest income	143	0	143	0	143	124	0	124	0	124
Government Child Care Leave-Extended	2,597	18,086	20,683	4,918	25,601	0	0	0	0	0
Government NS Men Make Up Pay	2,157	0	2,157	0	2,157	0	0	0	0	0
Sundry income	17,214	12	17,226	0	17,226	4,578	1,625	6,203	0	6,203
Cost allocation	204,110	14,159	218,269	2,580	220,849	212,471	3,835	216,306	0	216,306
	279,346	32,257	311,603	7,498	319,101	484,378	5,460	489,838	0	489,838
Total income	2,735,664	4,212,036	6,947,700	321,096	7,268,796	2,111,964	3,563,986	5,675,950	1,819,710	7,495,660

STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2023 (CONT'D)

	2023					2022				
	Unrestricted funds			Total Restricted funds (Note 9.2)	Total funds	Unrestricted funds			Total Restricted funds (Note 9.2)	Total funds
	Accumulated general fund	Designated fund (Note 9.1.2)	Total Unrestricted funds			Accumulated general fund	Designated fund (Note 9.1.2)	Total Unrestricted funds		
	S$	S$	S$	S$	S$	S$	S$			S$
EXPENDITURE										
Cost of generating funds										
Fund-raising sales	15,228	0	15,228	0	15,228	4,320	0	4,320	0	4,320
Fund-raising project expenses	13,953	0	13,953	0	13,953	18,986	0	18,986	0	18,986
	29,181	0	29,181	0	29,181	23,306	0	23,306	0	23,306
Cost of charitable activities										
Catering and refreshment	2,781	46,890	49,671	17,648	67,319	4,856	20,051	24,907	41,625	66,532
Subsidy expense	0	62,751	62,751	23	62,774	0	30,867	30,867	23,696	54,563
Contractor charges	64,998	83,114	148,113	27,408	175,521	0	112,199	112,199	213,876	326,075
Contributions for premises and facilities	384,000	0	384,000	0	384,000	384,000	0	384,000	0	384,000
Programme supplies	0	67,904	67,903	972	68,875	0	43,362	43,362	2,992	46,354
Preschool readers	0	3,144	3,144	0	3,144	0	7,016	7,016	0	7,016
Staff costs	0	2,435,751	2,435,751	766,381	3,202,132	0	2,119,605	2,119,605	893,307	3,012,912
Student Welfare	0	6,531	6,531	920	7451	0	0	0	0	0
Transportation and entrance tickets	0	42,890	42,890	674	43,564	0	13,857	13,857	49,220	63,077
	451,779	2,748,975	3,200,754	814,026	4,014,780	388,856	2,346,957	2,735,813	1,224,716	3,960,529

STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2023 (CONT'D)

	2023					2022				
	Unrestricted funds			Total Restricted Funds (Note 9.2)	Total funds	Unrestricted funds			Total Restricted Funds (Note 9.2)	Total funds
	Accumulated general fund	Designated fund (Note 9.1.2)	Total Unrestricted funds			Accumulated general fund	Designated fund (Note 9.1.2)	Total Unrestricted funds		
	S$	S$	S$	S$	S$	S$	S$	S$	S$	S$
EXPENDITURE (CONT'D)										
Governance and administrative costs										
Audit fees	8,000	2,400	10,400	0	10,400	8,000	2,400	10,400	0	10,400
Bank charges	1,523	0	1,523	0	1,523	1,226	0	1,226	0	1,226
Bad debts – Student fees	0	5,190	5,190	0	5,190	0	0	0	0	0
Contractor charges	0	5,759	5,759	0	5,759	4,400	17,975	22,375	0	22,375
Depreciation of plant and equipment	77,646	14,427	92,073	290,150	382,223	130,558	27,388	157,946	1,154,501	1,312,447
Donation expenses	0	0	0	0	0	86,558	8,000	94,558	0	94,558
Event expenses	80,568	1,688	82,256	0	82,256	94,297	0	94,297	150	94,447
General insurance	158	0	158	112	270	105	0	105	0	105
Gifts	2,987	13	3,000	29	3,029	6,377	40	6,417	0	6,417
Learning journey expenses	8,000	0	8,000	0	8,000	1,486	7,195	8,681	2,030	10,711
License and subscription	990	62,250	63,240	4,293	67,533	21,499	38,735	60,234	1,460	61,694
Marketing and advertising	1,355	0	1,355	0	1,355	4,603	572	5,175	143	5,318
Minor assets expensed off	9,293	11,105	20,398	240	20,638	2,141	13,874	16,015	18,920	34,935
Postage and stamp duties	535	26	561	4	565	756	10	766	0	766
Printing and stationery	2,229	4,892	7,121	2,773	9,894	3,225	4,766	7,991	1,716	9,707
Professional fees	0	0	0	19,550	19,550	41,619	0	41,619	0	41,619
Rental - copiers	1,224	1,726	2,950	465	3,415	1,224	1,452	2,676	612	3,288
Repair and maintenance	806	84,598	85,404	0	85,404	124,908	5,157	130,065	0	130,065
Security expense - Premise	35,950	0	35,950	0	35,950	36,450	0	36,450	0	36,450
Staff costs	1,298,588	0	1,298,588	0	1,298,588	1,156,679	0	1,156,679	0	1,156,679
Telephone charges	5,227	207	5,434	584	6,018	4,512	302	4,814	150	4,964
Transportation	749	438	1,187	547	1,734	784	127	911	248	1,159
Transaction fees – donation platforms	16,791	0	16,791	0	16,791	0	0	0	0	0
Upkeep of motor vehicles	3,464	0	3,464	0	3,464	1,782	0	1,782	0	1,782
Utilities charges	92,943	0	92,943	0	92,943	78,482	0	78,482	0	78,482
Other expenses	45	0	45	200	245	40	0	40	0	40
	1,649,071	194,719	1,843,790	318,947	2,162,737	1,811,711	127,993	1,939,704	1,179,930	3,119,634
Total expenditure	2,130,031	2,943,694	5,073,725	1,132,973	6,206,698	2,223,873	2,474,950	4,698,823	2,404,646	7,103,469
NET (EXPENDITURE)/ INCOME FOR THE FINANCIAL YEAR	605,633	1,268,342	1,873,975	(811,877)	1,062,098	(111,909)	1,089,036	977,127	(584,936)	392,191

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2023

	2023 S$	2022 S$
ASSETS		
Current assets		
Cash and cash equivalents	12,907,520	11,794,447
Trade and other receivables	711,208	378,937
Other current assets	1,280	170
	13,620,008	12,173,554
Non-current assets		
Plant and equipment	379,795	630,096
Total assets	13,999,803	12,803,650
LIABILITIES		
Current liabilities		
Trade and other payables	1,315,330	1,181,275
Total liabilities	1,315,330	1,181,275
NET ASSETS	12,684,473	11,622,375
FUNDS		
Unrestricted funds		
Accumulated General Funds	3,587,650	2,982,017
Designated Funds	5,494,250	4,227,358
	9,081,900	7,209,375
Restricted funds		
Care and Share Fund	216,100	327,540
Lien Foundation Fund / CCCS Circle of Care Fund		
- Lien Foundation - Capital Expenditure	4	167,006
- Lien Foundation - Child Development Unit	2,024,856	2,373,748
- Lien Foundation - Student Care Centre	479,276	644,818
- Lien Foundation - Research, Consultancy and Training	403,839	441,170
Canossaville Education Fund	328,883	327,456
CCCS Enrichment & Therapy Intervention Programme (ETIP)	71	499
Khoo Chwee Neo Foundation Fund	0	17,648
Canossa Mission Singapore	3,205	3,205
Lee Foundation S-Fan and PA System Fund	2,302	13,582
Student Transport Fund	0	674
The Canossian Village Project (formerly known as Tote Board Social Service Fund)	65,997	69,085
Student Care Centre	78,040	26,569
	3,602,573	4,413,000
TOTAL FUNDS	12,684,473	11,622,375

The financial activities for Canossaville Children and Community Services were independently audited by Suhaimi Salleh and Associates. Our complete audited financial statements are available upon request.

STATEMENT OF CHANGES IN FUNDS FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2023

	Balance at the beginning of financial year S$	Net (expenditure)/ income for the financial year S$	(Note 9.1.2) Transfers of funds S$	Balance at the end of financial year **S$**
2023				
Unrestricted funds				
Accumulated General Funds	2,982,017	605,633	0	3,587,650
Designated Funds	4,227,358	1,268,342	(1,450)	5,494,250
	7,209,375	1,873,975	(1,450)	9,081,900
Restricted funds				
Care and Share Fund	327,540	(111,440)	0	216,100
Lien Foundation Fund				
- Lien Foundation - Capital Expenditure	167,006	(167,002)	0	4
- Lien Foundation - Child Development Unit	2,373,748	(348,892)	0	2,024,856
- Lien Foundation - Student Care Centre	644,818	(165,542)	0	479,276
- Lien Foundation - Research, Consultancy and Training	441,170	(37,331)	0	403,839
Canossaville Education Fund	327,456	(23)	1,450	328,883
CCCS Enrichment & Therapy Intervention Programme (ETIP)	499	(428)	0	71
Khoo Chwee Neo Foundation Fund	17,648	(17,648)	0	0
Canossa Mission Singapore	3,205	0	0	3,205
Lee Foundation Laptop Fund	0	0	0	0
Lee Foundation S-Fan and PA System Fund	13,582	(11,280)	0	2,302
Student Transport Fund	674	(674)	0	0
The Canossian Village Project (Formerly known as Tote Board Service Fund)	69,085	(3,088)	0	65,997
Student Care Centre	26,569	51,471	0	78,040
	4,413,000	(811,877)	1,450	3,602,573
Total funds	11,622,375	1,062,098	0	12,684,473

	Balance at the beginning of financial year S$	Net income/ (expenditure) for the financial year S$	Transfers of funds S$	Balance at the end of financial year **S$**
2022				
Unrestricted funds				
Accumulated General Funds	3,093,926	(111,909)	0	2,982,017
Designated Funds	3,138,322	1,089,036	0	4,227,358
	6,232,248	977,127	0	7,209,375
Restricted funds				
Care and Share Fund	501,725	(174,185)	0	327,540
Lien Foundation Fund				
- Lien Foundation - Capital Expenditure	1,111,131	(944,125)	0	167,006
- Lien Foundation - Child Development Unit	1,262,686	1,111,062	0	2,373,748
- Lien Foundation - Student Care Centre	1,035,577	(390,759)	0	644,818
- Lien Foundation - Research, Consultancy and Training	471,022	(29,852)	0	441,170
- Lien Foundation -Organization and Staff Development Fund	0	0	0	0
Canossaville Education Fund	371,706	(44,250)	0	327,456
CCCS Enrichment & Therapy Intervention Programme (ETIP)	927	(428)	0	499
Khoo Chwee Neo Foundation Fund	59,181	(41,533)	0	17,648
Canossa Mission Singapore	3,593	(388)	0	3,205
Lee Foundation Laptop Fund	(319)	319	0	0
Lee Foundation S-Fan and PA System Fund	46,830	(33,248)	0	13,582
Student Transport Fund	49,894	(49,220)	0	674
Tote Board Service Fund	90,649	(21,564)	0	69,085
Transformation Support Scheme (TSS) Fund	(6,666)	6,666	0	0
Student Care Centre	0	26,569	0	26,569
	4,997,936	(584,936)	0	4,413,000
Total funds	11,230,184	392,191	0	11,622,375

STATEMENT OF CASH FLOW FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2023

	2023 S$	2022 S$
Cash flows from operating activities		
Net income for the financial year	1,062,098	392,191
Adjustments for:		
– Depreciation of plant and equipment	382,223	1,312,447
– Fixed deposit interest income	(317,344)	(22,963)
– Interest income	(143)	(124)
Operating cash flow before changes in working capital	1,126,834	1,681,551
Changes in working capital		
– Trade and other receivables	(160,854)	276,814
– Other current assets	(1,110)	4,830
– Other payables	134,055	(264,247)
Cash generated from operations	1,098,925	1,698,948
Interest received	143	124
Net cash generated from operating activities	1,099,068	1,699,072
Cash flows from investing activities		
Fixed deposit interest received	145,907	22,942
Placement of fixed deposits with maturity more than 3 months	(2,053,845)	(2,002,361)
Purchases of plant and equipment	(131,922)	(76,882)
Net cash used in investing activities	(2,039,860)	(2,056,301)
Net decrease in cash and cash equivalents	(940,792)	(357,229)
Cash and cash equivalents at beginning of financial year	9,752,021	10,109,250
Cash and cash equivalents at end of financial year	8,811,229	9,752,021

9.1.2 DESIGNATED FUNDS

2023	Student Care Centre Fund S$	Child Development Unit S$	President Challege Fund (2022) S$	Preschool - Non EIPIC S$	Building Maintenance Fund S$	Joyce Chan Fund S$	Sister Theresa Chua Award S$	Canossaville Digital Fund S$	Canossaville Education Fund S$	Lee Foundation Digital Transformation Fund S$	Make A Difference M.A.D Fund S$	President's Challenge Fund (2023) S$	CCCS-EIPIC Fund S$	CDU-Expressive Art Facilitator S$	Total S$
Income from generating funds															
Voluntary income															
- Donations – Tax exempt	60,578	0	0	9,278	263,443	0	0	17,854	60,000	0	109,161	0	0	0	520,314
- Donation – Non-tax exempt	3,025	10,000	0	0	24,715	0	0	610	0	0	12,316	0	0	0	50,666
- Grants and fundings	817,286	0	140,000	489,777	0	0	0	0	0	0	0	208,333	0	0	1,655,396
	880,889	10,000	140,000	499,055	288,158	0	0	18,464	60,000	0	121,477	208,333	0	0	2,226,376
Income from charitable activities															
Preschool fees	0	0	0	945,686	0	0	0	0	0	0	0	0	0	0	945,686
Student care fees	706,484	0	0	0	0	0	0	0	0	0	0	0	0	0	706,484
Registration Fee Revenue	1830	0	0	6,000	0	0	0	0	0	0	0	0	0	0	7,830
Insurance fee revenue	0	0	0	625	0	0	0	0	0	0	0	0	0	0	625
School Bus	0	0	0	9,070	0	0	0	0	0	0	0	0	0	0	9,070
Child development unit fee revenue	0	282,343	0	0	0	0	0	0	0	0	0	0	0	0	282,343
Children activities	2,155	0	0	5,538	0	0	0	0	0	0	0	0	0	0	7,693
Discount given	(385)	0	0	(15,403)	0	0	0	0	0	0	0	0	0	0	(15,788)
Product revenue	0	0	0	9,460	0	0	0	0	0	0	0	0	0	0	9,460
	710,084	282,343	0	960,976	0	0	0	0	0	0	0	0	0	0	1,953,403
Other income															
Govt Child Care Leave-Extended	1,569	16,101	0	416	0	0	0	0	0	0	0	0	0	0	18,086
Sundry income	0	12	0	0	0	0	0	0	0	0	0	0	0	0	12
Cost allocation	0	0	0	0	8,192	0	0	2,255	0	3,712	0	0	0	0	14,159
	1,569	16,113	0	416	8,192	0	0	2,255	0	3,712	0	0	0	0	32,257
Total income	1,592,542	308,456	140,000	1,460,447	296,350	0	0	20,719	60,000	3,712	121,477	208,333	0	0	4,212,036
Cost of charitable activities															
Catering and refreshment	8,182	7	0	8,643	0	0	0	0	0	0	30,058	0	0	0	46,890
Subsidy expense	14,845	0	0	7,289	0	35,749	1,580	0	0	0	288	0	3,000	0	62,751
Contractor charges	4,700	74,974	0	3,440	0	0	0	0	0	0	0	0	0	0	83,114
Programme supplies	44,141	2,674	0	15,084	0	0	5,282	0	0	0	166	0	0	557	67,904
Preschool readers	0	0	0	3,144	0	0	0	0	0	0	0	0	0	0	3,144
Staff costs	841,966	134,463	161,148	1,296,824	0	1350	0	0	0	0	0	0	0	0	2,435,751
Student Welfare	0	5,688	0	0	0	480	0	85	0	0	278	0	0	0	6,531
Transportation and entrance tickets	510	1,000	0	29,920	0	0	0	0	0	0	11,460	0	0	0	42,890
	914,343	218,806	161,148	1,364,344	0	37,579	6,863	85	0	0	42,250	0	3,000	557	2,748,975
Governance and administrative costs															
Audit fees	700	0	0	1,700	0	0	0	0	0	0	0	0	0	0	2,400
Bad debts – Student fees	0	0	0	5,190	0	0	0	0	0	0	0	0	0	0	5,190
Contractor Charges	0	0	0	5,759	0	0	0	0	0	0	0	0	0	0	5,759
Depreciation of plant and equipment	0	0	0	741	0	0	0	3,101	0	9,397	0	1,188	0	0	14,427
Event expenses	0	0	0	0	0	0	1,688	0	0	0	0	0	0	0	1,688
Gifts	0	0	0	13	0	0	0	0	0	0	0	0	0	0	13
License and subscription	0	0	0	2,594	840	0	0	22,545	0	36,271	0	0	0	0	62,250
Minor Assets expensed off	261	500	0	10,344	0	0	0	0	0	0	0	0	0	0	11,105
Postage and stamp duties	0	0	0	26	0	0	0	0	0	0	0	0	0	0	26
Printing and stationery	2,476	0	0	2,416	0	0	0	0	0	0	0	0	0	0	4,892
Rental - copiers	526	0	0	1,200	0	0	0	0	0	0	0	0	0	0	1,726
Repair and maintenance	0	0	0	2,676	81,074	0	0	0	0	848	0	0	0	0	84,598
Telephone charges	151	0	0	56	0	0	0	0	0	0	0	0	0	0	207
Transportation	20	13	0	405	0	0	0	0	0	0	0	0	0	0	438
	4,134	513	0	33,120	81,914	0	1,688	25,646	0	46,516	0	1,188	0	0	194,719
Total expenditure	918,477	219,319	161,148	1,397,464	81,914	37,579	8,551	25,731	0	46,516	42,250	1,188	3,000	557	2,943,694
NET (EXPENDITURE)/ INCOME FOR THE FINANCIAL YEAR	674,065	89,137	(21,148)	62,983	214,436	(37,579)	(8,551)	(5,012)	60,000	(42,804)	79,227	207,145	(3,000)	(557)	1,268,342

9.2 RESTRICTED FUNDS

	Care & Share Fund	Lien Foundation Fund				Canossaville Education Fund	CCCS ETIP	Khoo Chwee Neo Foundation Fund	Lee Foundation Laptop Fund	Lee Foundation S-Fan and PA System Fund	Student Transport Fund	The Canossian Village Project (Formerly known as Tote Board Social Service Fund)	Transformation Support Scheme (TSS) Fund	Student Care Centre	Total
		Lien Capital Expenditure	Lien Child Development Unit	Lien Student Care Centre	Lien Research, Consultancy and Training										
	S$	S$	S$	S$	S$		S$	S$	S$	S$	S$	S$	S$		S$
2023															
Income from – generating funds															
Voluntary income															
- Grants and fundings	0	0	0	0	0	0	0	0	0	0	0	255,261	6,866	51,471	313,598
Other income															
Government Child Care Leave-Extended	0	0	0	576	0	0	0	0	0	0	0	4,342	0	0	4,918
Cost allocation	0	0	0	0	564	0	0	0	0	0	0	0	2,016	0	2,580
	0	0	0	576	564	0	0	0	0	0	0	4,342	2,016	0	7,498
Total income	0	0	0	576	564	0	0	0	0	0	0	259,603	8,882	51,471	321,096
EXPENDITURE															
Cost of charitable activities															
Catering and refreshment	0	0	0	0	0	0	0	17,648	0	0	0	0	0	0	17,648
Subsidy expense	0	0	0	0	0	23	0	0	0	0	0	0	0	0	23
Contractors charges	0	0	0	0	0	0	0	0	0	0	0	27,408	0	0	27,408
Programme supplies	0	0	972	0	0	0	0	0	0	0	0	0	0	0	972
Staff costs	0	0	337,784	166,118	18,345	0	0	0	0	0	0	235,252*	8,882	0	766,381
Student welfare	0	0	920	0	0	0	0	0	0	0	0	0	0	0	920
Transportation and entrance tickets	0	0	0	0	0	0	0	0	0	0	674	0	0	0	674
	0	0	339,676	166,118	18,345	23	0	17,648	0	0	674	262,660	8,882	0	814,026
Governance and administrative costs															
Depreciation of plant and equipment	111,440	167,002	0	0	0	0	428	0	0	11,280	0	0	0	0	290,150
General insurance	0	0	112	0	0	0	0	0	0	0	0	0	0	0	112
Gifts	0	0	29	0	0	0	0	0	0	0	0	0	0	0	29
License and subscription	0	0	4,293	0	0	0	0	0	0	0	0	0	0	0	4,293
Minor assets expensed off	0	0	240	0	0	0	0	0	0	0	0	0	0	0	240
Postage and stamp duties	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Printing and stationery	0	0	2,773	0	0	0	0	0	0	0	0	0	0	0	2,773
Professional fees	0	0	0	0	19,550	0	0	0	0	0	0	0	0	0	19,550
Rental - copiers	0	0	465	0	0	0	0	0	0	0	0	0	0	0	465
Telephone charges	0	0	584	0	0	0	0	0	0	0	0	0	0	0	584
Transportation	0	0	516	0	0	0	0	0	0	0	0	31	0	0	547
Other expenses	0	0	200	0	0	0	0	0	0	0	0	0	0	0	200
	111,440	167,002	9,216	0	19,550	0	428	0	0	11,280	0	31	0	0	318,947
Total expenditure	111,440	167,002	348,892	166,118	37,895	23	428	17,648	0	11,280	674	262,691	8,882	0	1,132,973
NET (EXPENDITURE)/ INCOME FOR THE FINANCIAL YEAR	(111,440)	(167,002)	(348,892)	(165,542)	(37,331)	(23)	(428)	(17,648)	0	(11,280)	(674)	(3,088)	0	51,471	(811,877)

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Independent auditor's report to the members of:

CANOSSAVILLE CHILDREN AND COMMUNITY SERVICES
[UEN. S87CC0462K]
[Registered under the Charities Act 1994
in the Republic of Singapore]

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Canossaville Children and Community Services (the "Charity"), which comprise the statement of financial position as at 31 December 2023, and the statement of financial activities, statement of changes in funds and statement of cash flows for the financial year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Charities Act 1994 and other relevant regulations (the "Charities Act and Regulations") and Charities Accounting Standard in Singapore ("CAS"), so as to present fairly, in all material respect, the state of affairs of the Charity as at 31 December 2023 and the results, changes in funds and cash flows of the Charity for the financial 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 Charity 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.

Other Information

Management is responsible for the other information. The other information comprises the Statement by the Management Committee (set out on page 2), but does not include the financial statements and our auditor's report thereon, which we obtained prior to the date of this auditor's report, and the annual report, which is expected to be made available to us after that date.

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.

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(CONT'D)

Independent auditor's report to the members of:

CANOSSAVILLE CHILDREN AND COMMUNITY SERVICES
[UEN. S87CC0462K]
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in the Republic of Singapore]

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of the Charities Act and Regulations and CAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Charity'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 Charity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Charity'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:

- 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.
- 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 Charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Suhaimi Salleh & Associates
Public Accountants and
Chartered Accountants of Singapore

71 Ubi Crescent,
#08-01 Excalibur Centre
Singapore 408571
T: (65) 6846.8376
F: (65) 6491.5218

(CONT'D)

Independent auditor's report to the members of:

CANOSSAVILLE CHILDREN AND COMMUNITY SERVICES
[UEN. S87CC0462K]
[Registered under the Charities Act 1994
in the Republic of Singapore]

Auditor's Responsibilities for the Audit of the Financial Statements (Cont'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 Charity'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 Charity to cease to continue as a going concern.

- 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 those charged with governance 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 to be kept by the Charity have been properly kept in accordance with the provisions of the Charities Act and Regulations.

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

(a) the Charity has not used the donation moneys in accordance with its objectives as required under Regulation 11 of the Charities (Institutions of a Public Character) Regulations; and

(b) the Charity has not complied with the requirements of Regulation 15 of the Charities (Institutions of a Public Character) Regulations.

Suhaimi Salleh & Associates
Public Accountants and
Chartered Accountants

Singapore, 21 June 2024

Partner-in-charge: Gan Chek Huat
PAB No.: 01939

Corporate Governance

Operating Principles & Governance Policies

Canossaville Children and Community Services (Canossaville) adheres to the principles and guidelines of the Code of Governance for Charities and Institutions of a Public Character (Revised 2017) ("Code of Governance"), the Charities Act, and regulations as governed by the Commissioner of Charities and its own Constitution documents. For the year in review, Canossaville continued its firm commitment to the governance and sustainability of Canossaville's mission.

Management Committee Roles & Composition

The roles and composition of the Canossaville Management Committee (CMC) are:

- Determine and steer organisation towards Mission
- Guide and ensure effective strategic organisational planning.
- Determine, monitor and strengthen the organisation's programmes and services.
- Ensure adequate financial and human resources.

There are sub-committees that support the CMC in overseeing key areas of accountability, comprising:

- Finance
- Governance, Audit & Risk Management.

All Sub-committees have Terms of Reference that are approved by the CMC. CMC members also sit in the Sub-committees to provide oversight.

Members of the Sub-committees are carefully selected to ensure diverse expertise, equitable responsibilities, and expert contributions to decision-making in respective management areas. They are appointed by the Provincial Leader of the Canossian Daughters of Charity (CDC). All Committees maintain records of all proceedings, and copies of resolutions passed by such committees, be it at meetings or by resolutions in writing, are provided to the CMC.

GOVERNANCE:
Canossaville Management Committee (CMC) & Management

Canossaville is governed by a Canossaville Management Committee (CMC) of 8 board members, all of whom are volunteers with no business relations with Canossaville. They are appointed by the Provincial Leader of CDC in a formal and transparent process, based on the strength of their personal and professional calibre to contribute to the strategic oversight of Canossaville. They are nominated by the Provincial Leader of CDC and approved by the CMC, based on their knowledge, skills, expertise, experience and ability to contribute to the development of Canossaville.

Board members will serve for a term of two years, subject to a maximum total term of ten (10) consecutive years. They can be reappointed after a lapse of not less than two (2) years. For a Board member who served more than ten (10) consecutive years, the extension shall be deliberated and approved at the general meeting where the Board member is being reappointed to serve. Reasons for retaining the Board member will be disclosed in the annual report. The Treasurer or Assistant Treasurer cannot serve for more than four (4) consecutive years. However, such persons are eligible for appointment to the same post after a lapse of not less than two (2) years.

The CMC's Terms of Reference is approved by the CMC and agreed by each Board member upon appointment. The CMC and Management of Canossaville firmly believe that a genuine commitment to good corporate governance is essential to the sustainability of Canossaville' mission to support the community and are collectively responsible in ensuring compliance with the Code of Governance and all relevant laws and regulations. Individual Board members complete a self-evaluation annually to evaluate competencies in specialized fields which may be of benefit to Canossaville. This is submitted to the Chairman to review the results. The consolidated submissions are then shared with the entire CMC for peer consideration.

Reserve Policy

The reserves of Canossaville as at 31 December 2023 stood at $3,587,650. This is $605,633 or about 20% more than the previous year. Our policy defines reserves as funds that are available for the operating needs of Canossaville and not subject to commitments and other planned expenditure. Reserves do not include restricted or designated funds. Canossaville has a policy guideline to maintain reserves of up to 3 times its annual operating expenditure. The ratio of reserves to annual operating expenditure as at 31 December 2023 was 0.58. (0.42 as at 31 December 2022). There is an annual review of Canossaville's Reserve Policy.

Fundraising Practices

Canossaville is committed to ensuring that our fundraising practices are ethical and conducted in the most honest and transparent manner at all times in line with the Fundraising Guidelines by the Commissioner of Charites. We promote a high level, of accountability for the funds raised to be used for the specific programmes and services communicated to donors. Different communication platforms and channels are set up for donors to provide feedback to Canossaville. We also uphold the highest standards to protect donors' information and confidentiality through stringent processes and compliance with the Personal Data Protection Act of Singapore.

Audit Practices

Governance & Risk Management department works closely with the Governance & Audit Committee (GAC) and the Management to systematically assess the internal controls of Canossaville. Reviews are conducted regularly based on agreed upon scope. Processes are reviewed on rotational basis across the years. Canossaville statutory auditor is Suhaimi Salleh & Associates.

Disclosure And Transparency

The CMC members adhere to regular evaluation of its performance and effectiveness and ensure compliance with the requirements in the Code of Governance. Canossaville makes available to its stakeholders an annual report that includes information on its governance, programmes, activities, services, audited financial statements, CMC members and Management. The annual report is also published online via Canossaville's website. For the financial year, CMC members did not receive any remuneration in their capacity as CMC members.

No employee is involved in setting their own remuneration, and no employee serve as CMC members. None of Canossaville's employees was remunerated more than or equal to $100,000 during the financial year ended 31 December 2023. (2022:NIL)

Remuneration Of Committee Members And Related Party Transactions

The Committee Members are volunteers and receive no monetary remuneration for their Committee services. There is no claim by the members for services provided to Canossaville, either by reimbursing them or by providing them with an allowance or by direct payment to a third party. In accordance with the Code of Governance, the Committee members, or people connected with them, do not have any transactions, relationships or can significantly influence or is significantly influenced by another party. There are no paid staff(s) who are close members of the family of the executive heads or Management Committee members, and whose remuneration each exceeds $50,000 during the financial year ended 31 December 2022 and 2023.

Personal Data Protection Act Policy (and Donor Confidentiality)

Canossaville respects the rights of our internal and external stakeholders to be treated courteously and fairly, and to have their privacy protected. Canossaville is committed to complying with the Personal Data Protection Act (PDPA) passed by the Singapore Government Parliament in October 2012. Personal information is given in good faith by our stakeholders and the information will only be used to maintain or enhance their relationship with Canossaville. For example, they can unsubscribe from mailing lists at any time through a link included in emails or upon sending their requests to Canossaville.

Canossaville also maintains a high level of confidentiality concerning donor information. Their details will not be published in any form of communication unless there is written consent from the donor. Canossaville has put in place procedural, physical, and electronic means to safeguard the personal information of our stakeholders and will not rent, exchange, or sell their information to other organisations.

Most importantly, Canossaville is committed to protecting the privacy of our children. Wherever possible, the identity of children is hidden, i.e., ensuring that their faces are not seen in photos. Parents are required to give media consent for their children before they are featured in our external communication.

Conflict of Interest Policy

Canossaville's Conflict of Interest Policy aims to protect the organisation's welfare and best interests. All employees of Canossaville have a responsibility to administer the dealings of Canossaville honestly and prudently, and exercise their best care, skill, and judgment for the sole benefit and best interest of Canossaville.

All employees and board members shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Canossaville, or knowledge gained therefrom, for their personal benefit. There shall be no vested personal interest or interest of third parties.

Whistleblowing Policy

Canossaville is committed to lawful and ethical behaviour in all its activities and requires that its internal stakeholders conduct themselves in a manner that complies with all applicable laws and internal policies.

In keeping with this commitment and Canossaville's interest in promoting open communication, our whistleblowing policy exists as a means for all internal stakeholders to report unethical practices and the contravention of regulations pertaining to governance or finance matters.

Any person covered by this policy may make their reports to their immediate supervisors or make their report via email to whistleblow@canossaville.org.sg which will be accessed by the authorised person in charge. Employees who raise concerns in good faith are given reassurances that they will be protected from reprisals or victimisation.

Governance Evaluation Checklist

For the period of January 2023 to December 2023

S/N	Code Guideline	Code ID	Response	Explanation (if Code guideline is not complied with)
	Board Governance			
1	Induction and orientation are provided to incoming Board members on joining the Board.	1.1.2	Complied	
	Are there governing board members holding staff[1] appointments?		No	
2	Staff does not chair the Board and does not comprise more than one third of the Board.	1.1.3	Complied	
3	There are written job descriptions for their executive functions and operational duties which are distinct from their Board roles.	1.1.5	Complied	
4	There is a maximum limit of four consecutive years 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	Complied	
5	All Board members submit themselves for renomination and reappointment, at least once every three years.	1.1.8	Complied	
6	The Board conducts self evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter.	1.1.12	Complied	
	Are there Board member(s) who have served for more than 10 consecutive years?		Yes	
7	The charity discloses in its annual report the reasons for retaining Board member(s) who has served for more than 10 consecutive years.	1.1.13	Complied	
8	There are documented terms of reference for the Board and each of its Board committees.	1.2.1	Complied	
	Conflict of Interest			
9	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	
10	Board members do not vote or participate in decision making on matters where they have a conflict of interest.	2.4	Complied	
	Strategic Planning			
11	The Board periodically reviews and approves the strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	

Notes:

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

Governance Evaluation Checklist

For the period of January 2023 to December 2023

S/N	Code Guideline	Code ID	Response	Explanation (if Code guideline is not complied with)
Human Resource and Volunteer[2] Management				
12	The Board approves documented human resource policies for staff.	5.1	Complied	
13	There is a documented Code of Conduct for Board members, staff and volunteers which is approved by the Board.	5.3	Complied	
14	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied	
	Are there volunteers serving in the charity?		Yes	
15	There are volunteers management policies in place for volunteers.	5.7	Complied	
Financial Management and Internal Controls				
16	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	Complied	
17	The Board ensures internal controls for financial matters in key areas are in place with documented procedures.	6.1.2	Complied	
18	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied	
19	The Board ensures that there is a process to identify, regularly monitor and review the charity's key risks.	6.1.4	Complied	
20	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
	Does the charity invest its reserves, including fixed deposits?		Yes	
21	The charity has a documented investment policy approved by the Board.	6.4.3	Complied	
Fundraising Practices				
	Did the charity receive cash donations (solicited or unsolicited) during the year?		Yes	
22	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied	
	Did the charity receive donations-in-kind during the year?		Yes	
23	All donations-in-kind received are properly recorded and accounted for by the charity.	7.2.3	Complied	

Notes:

2. Volunteer: A person who willingly serves the charity without expectation of any remuneration.

Governance Evaluation Checklist

For the period of January 2023 to December 2023

S/N	Code Guideline	Code ID	Response	Explanation (if Code guideline is not complied with)
	Disclosure and Transparency			
24	The charity discloses in its annual report: i. Number of Board meetings in the year; and ii. Individual Board member's attendance.	8.2	Complied	
	Are Board members remunerated for their Board services?		No	
25	No Board member is involved in setting his or her own remuneration.	2.2	Complied	
26	The charity discloses the exact remuneration and benefits received by each Board member in its annual report. OR The charity discloses that no Board members are remunerated	8.3	Complied	
	Does the charity employ paid staff?		Yes	
27	No staff is involved in setting his or her own remuneration.	2.2	Complied	
28	The charity discloses in its annual report: i) The total annual remuneration (including any remuneration received in its subsidiaries), for each its three highest paid staff, who each receives remuneration exceeding $100,000, in bands of $100,000; and ii) If any of the 3 highest paid staff also serves on the Board of the charity. The information relating to the remuneration of the staff must be presented in bands of $100,000. OR The charity discloses that none of its staff receives more than $100,000 in annual remuneration each	8.4	Complied	
29	The charity discloses the number of paid staff who are close members of the family[3] of the Executive Head[4] or Board Members, who each receives remuneration exceeding $50,000 during the year, in bands of $100,000. OR The charity discloses that there is no paid staff who are close members of the family of the Executive Head or Board Member, who receives more than $50,000 during the year.	8.5	Complied	
	Public Image			
30	The charity has a documented communication policy on the release of information about the charity and its activities across media platforms.	9.2	Complied	

Notes:

3. Close member of the family: A family member belonging to the Executive Head or a governing board member of a charity -
(a) who may be expected to influence the Executive Head's or governing board member's (as the case may be) dealings with the charity; or
(b) who may be influenced by the Executive Head or governing board member (as the case may be) in the family member's dealings with the charity.
A close member of the family may include the following:
(a) the child or spouse of the Executive Head or governing board member;
(b) the stepchild of the Executive Head or governing board member;
(c) the dependant of the Executive Head or governing board member.
(d) the dependant of the Executive Head's or governing board member's spouse.
4. Executive Head: The most senior staff member in charge of the charity's staff.

YEAR AHEAD

As we look ahead to 2024, we are excited to embark on a journey of growth and development, guided by our goals of honing capabilities, operationalizing processes, positively impacting, and enabling collaboration. (H.O.P.E.) In 2024, we are committed to several key initiatives that will shape our path forward:

We recognize that our most valuable asset is our people, hence, in honing their capabilities and to support their growth and development, we will be conducting a series of internal training and sending our people for external courses aiming at enhancing skills, fostering innovation, and promoting a culture of continuous learning. Plans are also underway to train and expand our pool of skilled volunteers.

2024 will also be a time where we will review our operational processes. We will look at reporting structures, managerial responsibilities, and workloads, particularly the operating model for the Canossian Child Development Unit. CCDU plays a crucial role in our mission to empower children with the belief in their own abilities and potential for positive growth. In 2024, we will be reviewing and refining our operating model to ensure that we are providing the highest quality of care and support to our young beneficiaries and their families.

To positively impact our children and their families, we have plans to set up a structured half-day programme that will take place on Saturdays between 8.00am to 2.00pm. The programme will offer children who face lapses in appropriate care access and opportunities to learn new skills and develop talents and abilities outside of the classroom.

At Canossaville, we strongly believe that families are the foundation of a thriving community. In 2024, we will focus on training for caregivers, parents, and family members in areas such as hearing loss support, learning support, behaviour management, the importance of play and learning, and last but not least, make parents and caregivers aware of the dangers of social media. We are confident that armed with this knowledge, our families will be empowered with the tools and support they need to raise their children in a healthy social and emotional environment.

Collaboration is key to achieving our goals. In 2024, we will be actively seeking out partnerships across all sectors within the Canossian Village, and ramping up our efforts to form partnerships with government agencies, foundations, corporates, schools, and community partners. Together, we will work towards creating a more inclusive and sustainable future for all.

As we embark on this journey, we are confident that by honing our capabilities, operationalizing our processes, we can create positive impact, hence, enabling collaboration, In all that we do, we will always focus on our vision of forming hearts, transforming lives and empowering communities.

Acknowledgements

On behalf of the Sisters, staff, and children of Canossaville Children and Community Services, we sincerely thank all our partners, donors, and volunteers.

It is only with your unfailing support that we are able to continue serving the children and families in our care.

We would like to give special thanks to the following government agencies:

Early Childhood Development Agency (ECDA)
Ministry of Health (MOH)
Ministry of Social Family Development (MSF)
National Council of Social Services (NCSS)
SG Enable

Canossaville is an approved Institution of a Public Character (IPC) authorised to issue tax deduction receipts to donors for qualifying donations made. All cash donations made in 2023 are eligible for a 250% tax deduction.

To contribute to our mission, you may donate via the following methods:

Online Donations
Please visit **canossaville.org.sg/donate**

SCAN ME

Cheque Donations
Please make the cheque payable to
Canossaville Children and Community Services
and mail it to 1 Sallim Road, Singapore 387621 (Gate 3)

Cash Donations
Please call **6748 5777** to make an appointment

Donation In Kind
Please visit **canossaville.org.sg/donate** to view our wish list.
You may also drop us an email at **hello@canossaville.org.sg** for more information.

/CanossavilleCCS

@canossaville

/company/canossaville

Contact

Canossaville Children and Community Services
1 Sallim Road (Gate 3)
Singapore 387621
canossaville.org.sg

Fundraising and Partnerships
(65) 6748 5777
hello@canossaville.org.sg

Preschool Office
(65) 6747 6554
preschool@canossaville.org.sg

Student Care Office
(65) 6812 1648
studentcare@canossaville.org.sg

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