

HOPEHOUSE ANNUAL REPORT (JUL 2019 – JUN 2020)

1. HOPEHOUSE VISION & MISSION

1.1 Vision: An oasis of Hope

1.2 Mission: Giving youths hope for a new beginning.

- *To give youths (aged 16 & above) the hope, care and support that can make a difference to help and guide them back to meaningful lives.*
- *To provide a home environment that is conducive for their emotional, social, and educational developments and to enable them to grow their full potential.*
- *To facilitate the reintegration back into their families and to society; to nurture them to become responsible adults.*

2. HOPEHOUSE OBJECTIVES

2.1 HopeHouse is open to youths at risk, aged 16 & above, regardless of racial and religious backgrounds.

2.2 HopeHouse believes that every person is unique and capable of change for the better. In this respect, HopeHouse operates with flexible and customised programmes to help each resident develop and achieve his best potential.

2.3 HOPEHOUSE will:

- Provide temporary lodging, food and counselling to youths at risk, who face difficulties and problems due to a variety of reasons e.g. dysfunctional families, etc
- Provide shelter in accordance with a Court Order or as decided by the HopeHouse Admission Committee.
- Develop individualised programmes that will assist in reintegrating the youths back into their respective families and society.

3. INCORPORATION & LOCATION OF HOPEHOUSE

3.1 HopeHouse is incorporated as a Company Limited by Guarantee (Company Regn. 201010093H) and is a Registered Charity. HopeHouse is also an approved Institution of a Public Character (IPC No. 000728).

3.2 HopeHouse is located at 490 East Coast Road (next to St. Patrick's Secondary School), Singapore 429058. The facility can currently accommodate up to 16 residents.

4. KEY FINANCIALS

4.1 Total Income (a) = \$415,747
Total Expenditure (b) = \$339,190
Surplus = (a) – (b) = \$76,557

- 4.2 Expenditure on charitable activities (a) = \$329,129
 Total Expenditure (b) = \$339,190
 Charitable Commitment** = (a) / (b) = 0.97
 ** *The ratio indicates the amount spent on charitable purposes for every dollar spent on overheads, fund raising, admin and management*
- 4.3 Financial Assets less Liabilities (a) = \$587,625
 Total Expenditure (b) = \$339,190
 Reserves Ratio*** = (a) / (b) = 1.73
 *** *The ratio indicates the total accumulated reserves over annual operating expense and the current ratio is equivalent to about 19 months. The organisation has set a reserves ratio target of 3, which is equivalent to 36 months*
- 4.4 None of the staff in the organisation earns more than \$100,000 in annual remuneration.

5. **MANAGEMENT DISCLOSURES**

- 5.1 The Board Members had 4 meetings in the financial year. The attendance rate by each board member is as follows:
 (i) Rupert Gwee: 100%
 (ii) Brother Collin Wee: 100%
 (iii) Chia Boon Kiang: 75%
 (iv) Brother Nicholas Seet: 100%
- 5.2 A monthly \$1,700/- with CPF contributions was made to Brother Collin Wee who served as the Home Mentor, and the cash component is put into the La Salle St Patrick's Community fund. No other Board members receive any remuneration.

6. **RESIDENT PROFILE**

Admission

- 6.1 This year, HopeHouse admitted 7 residents, with ages ranging from 16 to 21 years. 4 were Chinese and 3 Malays. The residents were admitted for reasons such as need for rehabilitation, need for care and protection and need for accommodation.
- 6.2 HopeHouse worked closely with the Ministry of Social and Family Development (MSF) and admitted mainly youths referred from MSF. Of the 7 residents, 3 were probationers in need of rehabilitation, 3 were for care and protection and 1 was referred by a Family Service Centre due to his family situation.

Discharge

- 6.3 6 residents were discharged for the financial year 2019 / 2020. Their duration of stay at HopeHouse ranged from 3 weeks to 33 months. The average length of stay was 10 months.
- 6.4 Of the 6 discharged residents, 5 were probationers, 1 was care and protection cases. Out of the 4 probationers discharged, 1 completed his probation, 1 was discharged to his family while the other 3 had their probation orders revoked by the Courts and sentenced to Reformatory Training Centre. The care and protection case was discharged to his family.

7. **PROGRAMMES AND ACTIVITIES DURING THE YEAR**

- 7.1 Prior to the circuit breaker in Singapore on 7 April 2020, the residents participated in the monthly community service soup-kitchen project at the “Our Lady of Lourdes Church” to understand the plight of others in need and the need to care for others.
- 7.2 After the end of the circuit breaker on 1 June 2020, the residents were involved in other community service activities such as the packing of daily necessities for migrant workers and assisting in the cleaning of premises and shifting of furniture and fixtures for needy communities.
- 7.3 Festive celebration was conducted for Chinese New Year with participation from the directors, family, friends and some of the alumni youths who had discharged from HopeHouse
- 7.4 Birthday celebrations for the residents and staff were conducted to acknowledge the uniqueness and importance of all residents and staff.
- 7.5 Individual, group and family counselling sessions were conducted either face-to-face or via telecommunications systems to address the residents’ rehabilitation needs and prepare for integration into the community.
- 7.6 A “Know Your Character” session was conducted for the residents by a volunteer who is a trained Therapist and Life Coach for the residents to understand their strengths and to know how to utilise their strengths.

8. **BOARD MEMBERS**

8.1 Board of Directors:

Rupert Gwee Chwee Kee (Chairperson)	:	rupert@hopehouse.sg
Brother Collin Wee Kim Chye (Home Mentor)	:	collin@hopehouse.sg
Chia Boon Khiang	:	bkchia@hopehouse.sg
Brother Nicholas SeetPee Hock	:	nicholas@hopehouse.sg

9. **GOVERNANCE EVALUATION CHECKLIST**

- 9.1 HopeHouse’s annual governance evaluation checklist is attached in Annex 1 and also available at the Charity Portal website www.charities.gov.sg

10. **AUDITED FINANCIAL STATEMENTS FY END 30 JUN 2019**

- 10.1 HopeHouse’s annual audited Financial Statements is attached in Annex 2 and also available at the Charity Portal website www.charities.gov.sg

GOVERNANCE EVALUATION CHECKLIST

This Submission is for the Evaluation Period 01/07/2019 to 30/06/2020

S/N	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
	Board Governance			
1	Induction and orientation are provided to incoming governing board members upon joining the Board.	1.1.2	Complied	
	Are there Board members holding staff appointments?		Yes	Founding member is a Board member who holds the position of Home Mentor to keep the spirit of the home alive.
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 the staff's executive functions and operational duties, which are distinct from the staff's Board role.	1.1.5	Complied	
4	The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years . If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity.	1.1.7	Complied	
5	All governing board members must submit themselves for re-nomination and re-appointment , at least once every 3 years.	1.1.8	Complied	
6	There are documented terms of reference for the Board and each of its committees.	1.2.1	Complied	
	Conflict of Interest			
7	There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	2.1	Complied	

8	Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.	2.4	Complied	
	Strategic Planning			
9	The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.	3.2.2	Complied	
	Human Resource and Volunteer Management			
10	The Board approves documented human resource policies for staff.	5.1	Complied	
11	There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Complied	
12	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied	
	Financial Management and Internal Controls			
13	There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity, which are not part of the charity's core charitable programmes.	6.1.1	Complied	
14	The Board ensures that internal controls for financial matters in key areas are in place with documented procedures .	6.1.2	Complied	
15	The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied	
16	The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks .	6.1.4	Complied	
17	The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.	6.2.1	Complied	
	Does the charity invest its reserves (e.g. in fixed deposits)? (skip item 18 if "No")		No	To date, funds are raised for operating purposes. Will invest reserves when the organisation has significant funds

	Fundraising Practices			
	Did the charity receive cash donations (solicited or unsolicited) during the financial year? (skip item 19 if “No”)		Yes	
19	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Yes	
	Did the charity receive donations in kind during the financial year? (skip item 20 if “No”)		No	
	Disclosure and Transparency			
21	The charity discloses in its annual report — (a) the number of Board meetings in the financial year; and (b) the attendance of every governing board member at those meetings.	8.2	Complied	
	Are governing board members remunerated for their services to the Board? (skip items 22 and 23 if “No”)		Yes	A token monthly \$1,700 and CPF contributions are made to Brother Collin only. And the cash component is put into the La Salle St Patrick’s Community fund. Other Board members do not receive any remuneration.
22	No governing board member is involved in setting his own remuneration.	2.2	Complied	
23	The charity discloses the exact remuneration and benefits received by each governing board member in its annual report. <u>OR</u> The charity discloses that no governing board member is remunerated.	8.3	Complied	

	Does the charity employ paid staff? (skip items 24 and 25 if “No”)		Yes	
24	No staff is involved in setting his own remuneration.	2.2	Complied	
25	<p>The charity discloses in its annual report —</p> <p>(a) the total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity’s subsidiaries) exceeding \$100,000 during the financial year; and</p> <p>(b) whether any of the 3 highest paid staff also serves as a governing board member of the charity.</p> <p>The information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p><u>OR</u></p> <p>The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.</p>	8.4	Complied	