

## **RESTROOM ASSOCIATION (SINGAPORE)**

Annual Report for Year Ended 31 March 2013

Restroom Association (Singapore) or RAS was set up on 8 December 1998 as a society. It was registered under the Charities Act on 9 January 2004.

**Unique Entity Number (UEN)**      S98SS01697J

**Registered Address**                      Block 2 Balestier Road  
#03-679  
Singapore 320002

**Management Committee**                The Management Committee was elected at the Annual General Meeting held on 17 September 2012

- |                          |                    |
|--------------------------|--------------------|
| 1) Ms Tan Puay Hoon      | President          |
| 2) Mr Ho Chee Kit        | Honorary Secretary |
| 3) Mr Colin See Kim Leng | Honorary Treasurer |
| 4) Mr Jack Sim Juek Wah  | Committee Member   |

**Banker**                                        United Overseas Bank

**External Auditor**                         Mr Wayne Soo, Fiducia LLP  
Certified Public Accountants, Singapore

### **OBJECTIVE**

The two primary objects of RAS are to improve the quality of life of the people by continuously generating a high level of public awareness for the importance of a good restroom environment and to help the low income and disadvantaged. In furtherance of the first object, the Society may gather resources and promote creative development in design, usage and methods of operation to achieve the above objects; set world-class standards of excellence in restroom environment; and network with other toilet or restroom associations or bodies worldwide for ideas, social, health and cultural exchanges; liaise with Government authorities and other non-governmental organisations to organize joint activities. In furtherance of the second object, the Society may initiate training programmes and increase the employability and skills of the low income and disadvantaged.

### **POLICIES**

#### **Finance & funding**

RAS is financially supported partially by the government and through its Happy Toilet Programme, a chargeable service on the star-rating of public toilets.

#### **Conflict of Interest**

All Board members and employees are required to comply with RAS' conflict of interest policy as stated in the revised Constitution which requires each, when dealing in matters concerning RAS, to exercise his/her best care, skill and judgement for the sole benefit of RAS, and to make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest. Staff and Board members are to be excluded from discussions and approvals of transactions to which they have a conflict of interest.

## **Membership**

Membership is made up of members from individuals in Singapore. As at 31 March 2013, the society has four committee members.

## **Staffing**

As at 31 March 2013, the staff strength is

General Manager	1
Manager	2
Administrator (Admin/HR/Accounts)	1
TOTAL	<u>4</u>

## **Annual Remuneration of Staff**

Annual remuneration including salary, bonus and employer's CPF contribution for the top three key executives is less than \$100,000, ranging from \$36,934 to \$61,496.

## **Activities and Programmes**

- STAR (Sustaining Toilets As Restrooms) Awards Programme: Education programme for preschools, primary & secondary schools
- LOO(Let's Observe Ourselves)@Heartlands: Public awareness programme at food & beverage (F&B) outlets to remind toilet users to adopt good restroom etiquette
- Happy Toilet Programme: A star-rating programme for toilets
- Eco-Assessor Programme: Individuals trained to check toilets
- LOO (Let's Observe Ourselves) Carnival & Awards: A carnival to raise public awareness and an award ceremony to recognise organisations' & individuals' restroom-related contributions
- LOO (Let's Observe Ourselves) Connect: Happy Toilet locator and dirty toilet feedback portal
- Community events such as Clean and Green Singapore (CGS) events
- Talks and presentations for working professionals

## **Calendar of Events**

April 12 – March 13	STAR Awards Programme
April 12 – March 13	Happy Toilet Programme
April 12 – March 13	Eco-Assessor Programme
April 12 – March 13	LOO(Let's Observe Ourselves)@Heartlands
April 12	Youth for the Environment Day
July 12	Green Festival at Marina Square
July 12	Zhenghua Primary School Open House
September 12	Restroom hygiene talks at three libraries
November 12	North East Clean and Green Singapore Carnival
November 12	Clean and Green Singapore Schools' Carnival
November 12	Re-live @Heartlands at Tampines
December 12	LOO (Let's Observe Ourselves) Carnival & Awards
January 13	JTC sharing session on restroom hygiene
March 13	PUB Singapore World Water Day

## **REVIEW OF FINANCIAL STATE**

Restroom Association (Singapore) recorded a loss of \$62,414 with expenditure in the financial year going towards support for the society's programmes.

## **FUTURE PLANS AND COMMITMENTS**

The RAS is continuing to adopt the four-pronged approach as follows:

- (i) Encouraging owners to provide quality restrooms
- (ii) Lobbying the cleaning industry to meet the right standards
- (iii) Educating socially responsible users
- (iv) Recognise organisations and individuals who have contributed to help Singapore achieve a world recognised standard of restroom cleanliness.

Apart from the Happy Toilet Programme, which is a flagship programme for RAS, the other four projects are as follows:

- (i) The School & Public Education Programme will focus on the first three of the four-pronged approach.
- (ii) The Eco-Assessor programme will support the SPEP in terms of helping in the inspection of restrooms to meet quality standards.
- (iii) The LOO Carnival & Awards will focus on the last of the four-pronged approach on recognising organisations & individuals and further heighten public awareness.
- (iv) The feedback system & websites will encourage public to provide toilet feedback and also help to publicise about our programmes, activities and events.

## **STATEMENT OF ACCOUNTS**

Statement of accounts for the financial year **ended 31 March 2013 is attached.**

**RESTROOM ASSOCIATION  
(SINGAPORE)**

[Unique Entity No. S98SS0167J]

[IPC No. IPC000700]

[Registered under the Registry of Societies]

**AUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

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**Fiducia LLP**

Public Accountants and  
Chartered Accountants of Singapore

1 Goldhill Plaza, #03-35  
Podium Block, Singapore 308899.  
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**STATEMENT BY MANAGEMENT COMMITTEE**

In the opinion of the Management Committee,

- a) the financial statements as set out on pages 5 to 20 are drawn up so as to give a true and fair view of the state of affairs of the Association at 31 March 2013, and of the results of the financial activities and changes in cash flows of the Association for the financial year then ended; and
- b) at the date of this statement, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

The Management Committee, comprising the following, authorised the issue of these financial statements on 14 AUG 2013

Tan Puay Hoon  
Ho Chee Kit  
Colin See Kim Leng  
Jack Sim Juek Wah

President  
Secretary  
Treasurer  
Member

On behalf of the Management Committee,



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Tan Puay Hoon  
President



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Colin See Kim Leng  
Treasurer

Singapore, 14 AUG 2013

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Independent auditors' report to the members of:

### **RESTROOM ASSOCIATION (SINGAPORE)**

[Unique Entity No. S98SS0167J]  
[IPC No. IPC000700]  
[Registered under the Registry of Societies]

### **Report on the Financial Statements**

We have audited the accompanying financial statements of **Restroom Association (Singapore)** (the "Association") set out on pages 5 to 20, which comprise the statement of financial position as at 31 March 2013, the statement of financial activities and the statement of cash flows for the financial year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Societies Act (Chapter 311), Charities Act (Chapter 37) and Singapore Financial Reporting Standards, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition, that transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair profit and loss account and balance sheet and to maintain accountability of assets.

#### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation of financial statements that give a true and fair view 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 entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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(CONT'D)

Independent auditors' report to the members of:

### **RESTROOM ASSOCIATION (SINGAPORE)**

[Unique Entity No. S98SS0167J]  
[IPC No. IPC000700]  
[Registered under the Registry of Societies]

#### *Opinion*

In our opinion, the financial statements of the Association are properly drawn up in accordance with the provisions of the Societies Act (Chapter 311), Charities Act (Chapter 37) and Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Association as at 31 March 2013, and the results and cash flows of the Association for the financial year ended on that date.

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

In our opinion, the accounting and other records required by the regulations enacted under the Singapore Companies Act (Chapter 50) and Charities Act (Chapter 37) to be kept by the Association have been properly kept in accordance with those regulations.

During the course of our audit, nothing has come to our attention that the 30% cap mentioned in Regulation 15(1) of the Charities Act, Cap. 37 (Institutions of a Public Character) Regulations 2007 and as amended by Charities (Institutions of a Public Character) (Amendments) Regulations 2008 has been exceeded.

During the course of our audit, nothing has come to our attention that donation moneys are used for disbursements other than those in accordance with the objectives of the Association.



**Fiducia LLP**  
Public Accountants and  
Chartered Accountants of Singapore

Singapore, 14 AUG 2013

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**STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2013**

	Note	2013 S\$	2012 S\$
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	4	12,608	78,133
Trade and other receivables	5	<u>6,895</u>	<u>7,103</u>
		19,503	85,236
<b>Non-current assets</b>			
Property, plant and equipment	6	<u>0</u>	<u>0</u>
<b>Total assets</b>		<u>19,503</u>	<u>85,236</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Accruals and other payables	7	<u>8,038</u>	<u>11,357</u>
<b>Total liabilities</b>		<u>8,038</u>	<u>11,357</u>
<b>NET ASSETS</b>		<u>11,465</u>	<u>73,879</u>
<b>ACCUMULATED FUNDS</b>		<u>11,465</u>	<u>73,879</u>

No separate statement of changes in funds has been prepared as the accumulated funds would have been the only component of this statement.

The accompanying notes form an integral part of these financial statements.



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**STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013**

	Note	2013 S\$	2012 S\$
<b>INCOME</b>			
Income from generating funds			
- Voluntary income	8	91,332	164,997
Income from charitable activities	8	73,875	71,789
Other income	8	5,535	1,248
		<u>170,742</u>	<u>238,034</u>
<b>EXPENSES</b>			
Cost of charitable activities	9	222,707	210,755
Governance and administrative costs	9	10,449	10,022
		<u>233,156</u>	<u>220,777</u>
<b>NET (LOSS) / INCOME</b>		(62,414)	17,257
<b>Accumulated funds brought forward</b>		<u>73,879</u>	<u>56,622</u>
<b>Accumulated funds carried forward</b>		<u>11,465</u>	<u>73,879</u>

The accompanying notes form an integral part of these financial statements.

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**STATEMENT OF CASH FLOWS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013**

	Note	2013 S\$	2012 S\$
<b>Cash flows from operating activities</b>			
Net (loss) / income		(62,414)	17,257
Adjustments for:			
- Depreciation	6	0	2,697
- Recovery of bad debts	5	0	(1,200)
Operating cash flow before working capital changes		<u>(62,414)</u>	<u>18,754</u>
Changes in operating assets and liabilities:			
- Trade and other receivables		208	229
- Accruals and other payables		<u>(3,319)</u>	<u>(5,270)</u>
<b>Net (decrease) / increase in cash and cash equivalents</b>		(65,525)	13,713
Cash and cash equivalents at beginning of financial year		<u>78,133</u>	<u>64,420</u>
<b>Cash and cash equivalents at end of financial year</b>	4	<u>12,608</u>	<u>78,133</u>
<b>Cash and cash equivalents comprise:</b>			
Cash in bank		12,308	77,833
Cash on hand		<u>300</u>	<u>300</u>
	4	<u>12,608</u>	<u>78,133</u>

The accompanying notes form an integral part of these financial statements.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013**

These notes form an integral part of and should be read in conjunction with the accompanying financial statements.

### **1. General information**

Restroom Association (Singapore) ("the Association") operates in the Republic of Singapore. The registered office and principal place of operation of the Association is 2 Balestier Road, #03-679, Singapore 320002.

The principal activity of the Association is: (a) to continuously generate a high level of awareness for the importance of a good restroom environment; (b) to gather resources and promote creative development in design, usage and methods of operation to achieve the first object; (c) to set world-class standards of excellence in restroom environment; and (d) to network with other toilet or restroom associations or bodies worldwide for ideas and social and cultural exchanges. In furtherance of the stated objects, the Association may liaise with Government authorities and other non-government organisations to organise joint activities.

The Association is registered as a charity organisation under Charities Act, Chapter 37 on 9 January 2004 and has been accorded an Institution of a Public Character ("IPC") status for the period from 1 November 2011 to 31 October 2013.

### **2. Significant accounting policies**

#### **2.1 Basis of preparation**

The financial statements have been prepared in accordance with the provisions of Societies Act (Chapter 311), Charities Act (Chapter 37) and Singapore Financial Reporting Standards ("FRS"). The financial statements have been prepared under the historical cost convention, except as disclosed in the accounting policies below.

These financial statements are presented in Singapore Dollar (S\$), which is the Association's functional currency.

The preparation of these financial statements in conformity with FRS requires management to exercise its judgement in the process of applying the Association's accounting policies. It also requires the use of certain critical accounting estimates and assumptions. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in Note 3.

#### **Interpretations and amendments to published standards effective in 2011**

The Association has adopted the new or revised FRS and Interpretations to FRS (INT FRS) that are mandatory for application from that date. Changes to the Association's accounting policies have been made as required, in accordance with the relevant transitional provisions in the respective FRS and INT FRS.

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## 2. Significant accounting policies (Cont'd)

### 2.1 Basis of preparation (Cont'd)

The following are the FRS and INT FRS that are relevant to the Association:

<b>FRS</b>	<b>Effective Date</b>	<b>Title</b>
FRS 1	1.1.2009	Presentation of financial statements
FRS 7	1.1.2009	Cash flow statements
FRS 8	1.1.2009	Accounting policies, changes in accounting estimates and errors
FRS 10	1.1.2007	Events after the balance sheet date
FRS 16	1.1.2009	Property, plant and equipment
FRS 17	1.1.2007	Leases
FRS 18	1.1.2005	Revenue
FRS 19	1.1.2009	Employee benefits
FRS 20	1.1.2005	Accounting for government grants and disclosure of government assistance
FRS 24	1.1.2011	Related party disclosures
FRS 32	1.2.2007	Financial instruments: Presentation
FRS 32	1.2.2009	Financial instruments: Presentation (Amendments)
FRS 36	1.1.2009	Impairment of assets
FRS 37	1.1.2006	Provisions, contingent liabilities and contingent assets
FRS 39	1.1.2005	Financial instruments: Recognition and measurement
FRS 107	1.1.2009	Financial instruments: Disclosures

### 2.2 Income recognition

Income comprises the fair value of the consideration received or receivable in the ordinary course of the Association's activities. Income is recognised as follows:

- 2.2.1 Donations are recognised in the statement of financial activities upon receipt. Donations-in-kind are recognised when the fair value of the assets received can be reasonably ascertained.
- 2.2.2 Government grants are recognized at their fair value where there is reasonable assurance that the grants will be received and all related conditions will be complied with.
- 2.2.3 Income from services is recognised over the period in which the services are rendered, by reference to completion of the specific transaction assessed on the basis of the actual service provided as a proportion of the total services to be performed.
- 2.2.4 Other income is recognized when incurred.

### 2.3 Cost and expense recognition

All costs and expenses are accounted for on accrual basis, aggregated under the respective areas. Direct costs are attributed to the activity where possible. Where costs are not wholly attributable to an activity, they are apportioned on a basis consistent with the use of resources.

#### 2.3.1 Cost of charitable activities

Cost of charitable activities comprises all costs incurred in the pursuit of the charitable objects of the Association. The total costs of charitable expenditure are apportionment of overhead and shared costs.

## **2. Significant accounting policies (Cont'd)**

### **2.3 Cost and expense recognition (Cont'd)**

#### 2.3.2 Governance and administrative costs

Governance costs include the costs of governance arrangement, which relate to the general running of the Association, providing governance infrastructure and ensuring public accountability. These costs include costs related to constitutional and statutory requirements and an apportionment of overhead and shared costs.

### **2.4 Property, plant and equipment**

#### 2.4.1 Measurement

All property, plant and equipment are initially recognised at cost and subsequently carried at cost less accumulated depreciation and accumulated impairment losses.

The cost of an item of property, plant and equipment includes its purchase price and any costs that are directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

#### 2.4.2 Depreciation

Depreciation on property, plant and equipment is calculated using the straight-line method to allocate their depreciable amounts over their estimated useful lives. The estimated useful lives are as follows:

	Useful lives
Computer	3 years
Furniture and fittings	3 years
Office equipment	3 years
Renovation	3 years

The residual values and useful lives of property, plant and equipment are reviewed, and adjusted as appropriate, at each statement of financial position date. The effects of any revision of the residual values and useful lives are included in the statement of financial activities for the financial year in which the changes arise.

#### 2.4.3 Subsequent expenditure

Subsequent expenditure relating to property, plant and equipment that has already been recognised is added to the carrying amount of the asset only when it is probable that future economic benefits associated with the item will flow to the Association and the cost of the item can be measured reliably. Other subsequent expenditure is recognised as repair and maintenance expenses in the statement of financial activities during the financial year in which it is incurred.

#### 2.4.4 Disposal

On disposal of an item of property, plant and equipment, the difference between the net disposals proceeds and its carrying amount is taken to the statement of financial activities.

## **2. Significant accounting policies (Cont'd)**

### **2.5 Impairment of non-financial assets**

Property, plant and equipment are reviewed for impairment whenever there is any indication that these assets may be impaired. If any such indication exists, the recoverable amount (i.e. the higher of the fair value less cost to sell and value in use) of the assets is estimated to determine the amount of impairment loss.

For the purpose of impairment testing of the assets, recoverable amount is determined on an individual asset basis unless the asset does not generate cash flows that are largely independent of those from other assets. If this is the case, recoverable amount is determined for the cash-generating unit (CGU) to which the asset belongs.

If the recoverable amount of the asset (or CGU) is estimated to be less than its carrying amount, the carrying amount of the asset (or CGU) is reduced to its recoverable amount. The impairment loss is recognised in the statement of financial activities.

An impairment loss for an asset is reversed if there has been a change in the estimates used to determine the assets' recoverable amount since the last impairment loss was recognised. The carrying amount of an asset is increased to its revised recoverable amount, provided that this amount does not exceed the carrying amount that would have been determined (net of depreciation) had no impairment loss been recognised for the asset in prior years. A reversal of impairment loss for an asset is recognised in the statement of financial activities.

### **2.6 Financial assets**

#### **2.6.1 Classification**

The Association classifies its financial assets as loans and receivables. The classification depends on the purpose for which the assets were acquired. Management determines the classification of its financial assets at initial recognition and re-evaluates this designation at every reporting date.

##### Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except those maturing later than 12 months after the statement of financial position date, which are classified as non-current assets. Loans and receivables are classified within "Trade and other receivables" and "Cash and cash equivalents" on the statement of financial position.

#### **2.6.2 Recognition and derecognition**

Financial assets are derecognized when the rights to receive cash flows from the financial assets have expired or have been transferred and the Association has transferred substantially all risks and rewards of ownership.

#### **2.6.3 Measurement**

Financial assets are initially recognized at fair value plus transaction costs. Loans and receivables are subsequently carried at amortized cost using effective interest method.

## **2. Significant accounting policies (Cont'd)**

### **2.6 Financial assets (Cont'd)**

#### **2.6.4 Impairment**

The Association assesses at each statement of financial position date whether there is objective evidence that a financial asset or a group of financial assets is impaired.

##### Loans and receivables

An allowance for impairment of loans and receivables including trade and other receivables is recognized when there is objective evidence that the Association will not be able to collect all amounts due according to the original terms of the receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganization, and default or delinquency in payments is considered indicators that the receivable is impaired. The amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. The amount of the allowance for impairment is recognized in the statement of financial activities.

### **2.7 Cash and cash equivalents**

Cash and cash equivalents include cash on hand, and deposits with financial institutions. Cash and cash equivalents are carried at cost.

### **2.8 Financial liabilities**

Financial liabilities are recognised when the Association becomes a party to the contractual agreements of the instrument and are classified according to the substance of the contractual arrangements entered into. All interest related charges are recognised in the statement of financial activities. Financial liabilities include "Accruals and other payables".

Financial liabilities are derecognised when the obligations under the liability are discharged, cancelled or expire. When existing financial liabilities are replaced by another from the same lender on substantially different terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability, and the difference in respective carrying amounts is recognised in the statement of financial activities.

### **2.9 Accruals and other payables**

Accruals and other payables are initially recognised at fair value, and subsequently carried at amortised cost, using the effective interest method.

### **2.10 Provisions for other liabilities and charges**

Provisions for other liabilities and charges are recognised when the Association has a present legal or constructive obligation as a result of past events, it is more likely than not that an outflow of resources will be required to settle the obligation and the amount has been reliably estimated.

### **2.11 Fair value estimation of financial assets and liabilities**

The carrying amounts of current financial assets and liabilities, carried at amortised cost, are assumed to approximate their fair values due to their short-term nature.

## **2. Significant accounting policies (Cont'd)**

### **2.12 Funds**

Fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds allocated to specific purposes, if any, by action of the Management Committee. Externally restricted funds may only be utilized in accordance with the purposes for which they are established. The Management Committee retains full control over the use of unrestricted funds for any of the Association's purposes. There is no restricted fund at the end of the financial year.

### **2.13 Leases**

#### Operating leases

Leases of assets in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are taken to the statement of financial activities on a straight-line basis over the period of the lease. When an operating lease is terminated before the lease period has expired, any payment required to be made to the lessor by way of penalty is recognized as an expense in the period in which termination takes place.

Rental on operating lease is charged to statement of financial activities. Contingent rents are recognized as an expense in the statement of financial activities in the financial year in which they are incurred.

### **2.14 Employee compensation**

Defined contribution plans are post-employment benefit plans under which the Association pays fixed contributions into separate entities such as the Central Provident Fund ("CPF"), on a mandatory, contractual or voluntary basis. The Association has no further payment obligations once the contributions have been paid. The Association's contribution to defined contribution plans are recognised as employee compensation expense when they are due.

Employee entitlements to annual leave are recognized when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the statement of financial position date.

### **2.15 Related parties**

Related parties are entities with one or more common management committee members. Parties are considered to be related if one party has the ability to control the other party or exercise influence over the party in making financial and operating decisions.

## **3. Critical accounting estimates, assumptions and judgments**

Estimates, assumptions and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.



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### 3. Critical accounting estimates, assumptions and judgments (Cont'd)

#### Critical judgments in applying the entity's accounting policies

The key assumptions concerning the future and other key sources of estimation uncertainty at the statement of financial position date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year, are discussed below.

#### *Estimated useful lives of property, plant and equipment*

The Association reviews annually the estimated useful lives of property, plant and equipment based on factors such as operating plans and strategies, expected level of usage and future technological developments. It is possible that future results of operations could be materially affected by changes in these estimates brought about by changes in the factors mentioned.

#### *Impairment of property, plant and equipment*

Property, plant and equipment are reviewed for impairment whenever there is any indication that the assets are impaired. If any such indication exists, the recoverable amount (i.e. higher of the fair value less cost to sell and value in use) of the assets is estimated to determine the impairment loss. The key assumptions for the value in use calculation are those regarding the growth rates, and expected change to selling price and direct costs during the year and a suitable discount rate.

#### *Allowance for impairment of receivables*

The Association reviews the adequacy of allowance for impairment of receivables at each closing by reference to the ageing analysis of receivables, and evaluates the risks of collection according to the credit standing and collection history of individual client. If there are indications that the financial position of a client has deteriorated resulting in an adverse assessment of his risk profile, an appropriate amount of allowance will be provided.

### 4. Cash and cash equivalents

	2013 S\$	2012 S\$
Cash in bank	12,308	77,833
Cash on hand	300	300
	<u>12,608</u>	<u>78,133</u>

At the statement of financial position date, the carrying amounts of cash and cash equivalents approximated their fair values.

**5. Trade and other receivables**

	2013 S\$	2012 S\$
Trade receivables		
- Outside parties	6,177	7,259
- Allowance for bad debts	<u>(2,480)</u>	<u>(2,480)</u>
Net trade receivables	3,697	4,779
Other receivables		
- Deposits paid	1,554	1,447
- Prepayment	<u>1,644</u>	<u>877</u>
	<u>6,895</u>	<u>7,103</u>

The movement of allowance for bad debts follows:

	Note	2013 S\$	2012 S\$
Beginning of financial year		2,480	3,680
Less: Recovery of bad debts	8	<u>0</u>	<u>(1,200)</u>
End of financial year		<u>2,480</u>	<u>2,480</u>

At the statement of financial position date, the carrying amounts of trade and other receivables approximated their fair values.

**6. Property, plant and equipment**

<b>2013</b>	Computer S\$	Furniture and fittings S\$	Office equipment S\$	Renovation S\$	Total S\$
<b>Cost</b>					
Beginning and end of financial year	<u>13,781</u>	<u>2,313</u>	<u>7,204</u>	<u>8,305</u>	<u>31,603</u>
<b>Accumulated depreciation</b>					
Beginning and end of financial year	<u>13,781</u>	<u>2,313</u>	<u>7,204</u>	<u>8,305</u>	<u>31,603</u>
<b>Net book value at end of financial year</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**6. Property, plant and equipment (Cont'd)**

<b>2012</b>	Note	Computer S\$	Furniture and fittings S\$	Office equipment S\$	Renovation S\$	Total S\$
<b>Cost</b>						
Beginning and end of financial year		13,781	2,313	7,204	8,305	31,603
<b>Accumulated depreciation</b>						
Beginning of financial year		12,841	2,191	5,569	8,305	28,906
Depreciation charge	9	940	122	1,635	0	2,697
End of financial year		13,781	2,313	7,204	8,305	31,603
<b>Net book value at end of financial year</b>						
		0	0	0	0	0

**7. Accruals and other payables**

	2013 S\$	2012 S\$
Accruals	7,968	11,287
Other creditors	70	70
	<u>8,038</u>	<u>11,357</u>

At the statement of financial position date, the carrying amounts of accruals and other payables approximated their fair values.

**8. Income**

	2013 S\$	2012 S\$
<b>Voluntary income</b>		
Grants	90,552	164,997
Tax exempt donations	780	0
	<u>91,332</u>	<u>164,997</u>
<b>Income from charitable activities</b>		
Project and service fees	65,875	49,789
Sponsorships	8,000	22,000
	<u>73,875</u>	<u>71,789</u>

**8. Incoming resources (Cont'd)**

	Note	2013 S\$	2012 S\$
<b>Other incoming resources</b>			
Other income		5,535	48
Recovery of bad debt	5	<u>0</u>	<u>1,200</u>
		<u>5,535</u>	<u>1,248</u>

Tax exempt donations are for purchasing NTUC FairPrice vouchers that are presented to restroom cleaning attendants at the LOO Awards to recognise their efforts and help them cope with rising living costs.

At the statement of financial position date, S\$300 is presented and the remaining S\$480 will be presented in following year's LOO Awards.

**9. Expenses**

	Note	2013 S\$	2012 S\$
<b>Cost of charitable activities</b>			
Depreciation	6	0	2,697
Event expenses		15,833	12,821
Manpower			
- CPF and SDL		19,500	14,036
- Medical claims		733	1,079
- Salaries and bonus		148,873	136,793
- Transportation and travel		631	924
Publicity expenses		16,243	14,754
Rental		14,445	14,124
Restroom auditing cost		0	5,200
Telecommunications		1,879	1,857
Utilities and conservancy		3,415	3,490
Website expenses		<u>1,155</u>	<u>2,980</u>
		<u>222,707</u>	<u>210,755</u>
<b>Governance and administrative costs</b>			
Audit fees		3,650	3,650
Bank charges		36	30
Fines and penalties		0	51
General expenses		768	150
Office cleaner		1,200	1,200
Office expenses		744	702
Printing, stationery and postage		264	63
Professional fees		3,700	4,050
Repairs and maintenance		<u>87</u>	<u>126</u>
		<u>10,449</u>	<u>10,022</u>

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**10. Operating lease commitments**

As at the statement of financial position date, the Association has commitment for future minimum lease payments under non-cancellable operating leases as follows:

	2013 S\$	2012 S\$
Not later than one year	<u>0</u>	<u>10,593</u>

The above operating lease commitments are based on known rental rates as at the date of this report and do not include any revision in rates which may be determined by the lessor.

**11. Income tax expense**

The Association is registered as a charity organisation under Charities Act, Chapter 37. As an approved charity, it is exempt from income tax under Section 13(1) of the Income Tax Act.

**12. Related party transactions**

The Association had no significant transactions with related parties during the financial year.

The Management Committee Members did not receive any remuneration during the financial year.

**13. Management of conflict of interest**

There is no paid staff on the Association's Management Committee.

Committee members are required to disclose any interest that they may have, whether directly or indirectly, that the Association may enter into or in any organisations that the Association has dealings with or is considering dealing with, and any personal interest accruing to him as one of the Association's supplier, user of services or beneficiary. Should there be any potential conflict of interest, the affected Management Committee member may not vote on the issue that was the subject matter of the disclosure. Detailed minutes will be taken on the disclosure as well as the basis for arriving at the final decision in relation to the issue at stake.

**14. Key management personnel compensation**

Key management personnel compensation for the financial year is as follows:

	2013 S\$	2012 S\$
Number of key management in remuneration bands		
S\$50,000 and below	<u>1</u>	<u>1</u>

## 15. Reserve policy and position

The Association's reserve position (excluding non-current assets) for financial year ended 31 March 2013 is as follows:

		2013	2012	Increase/ (decrease)
		S\$'000	S\$'000	%
A	Unrestricted Funds			
	Accumulated general funds	11	74	(85)
B	Restricted or Designated Funds			
	Designated Funds	0	0	0
	Restricted Funds	0	0	0
C	Endowment Funds	N/A	N/A	N/A
D	Total Funds	11	74	(85)
E	Total Annual Operating Expenditure	233	221	5
F	Ratio of Funds to Annual Operating Expenditure (A/E)	0.05	0.33	(85)

Reference:

- C. An endowment fund consists of assets, funds or properties, which are held in perpetuity, which produce annual income flow for a foundation to spend as grants.
- D. Total Funds include unrestricted, restricted / designated and endowment funds.
- E. Total Annual Operating Expenditure includes expenses related to Cost of Charitable Activities and Governance and Administration costs.

The Association's Reserve Policy is as follows:

*The Association's objective on managing general fund is to safeguard the Association's ability to continue as a going concern, so that they can continue to provide services for the benefit of its members.*

*The Association monitors general fund on a prudent basis and they do not utilise any external debt from financial institutions. The capital structure of the Association consists of cash and cash equivalents and general fund.*

## 16. Financial risk management

The Association does not have a formal risk management policies and guidelines. The Association does not hold or issue derivative financial instruments.

### *Interest rate risk*

The Association is not exposed to interest rate risk, as it has no bank borrowings.

### *Liquidity risk*

The Association manages its liquidity risk by monitoring and maintaining a level of cash and cash equivalents deemed adequate by the management to finance its on-going working capital requirements.

### *Credit risk*

The Association has no significant concentrations of credit risk.

The Association places its cash with creditworthy financial institutions.

**16. Financial risk management (Cont'd)**

The carrying amounts of trade and other receivables and cash and cash equivalents represent the Association's maximum exposure to credit risk.

Fair values

The carrying amounts of the financial assets and liabilities recorded in the financial statements of the Association approximate their fair values.

**17. Authorisation of financial statements**

These financial statements were authorised for issue in accordance with a resolution of the Management Committee on **14 AUG 2013**