

RESTROOM ASSOCIATION (SINGAPORE)

Annual Report for Year Ended 31 March 2018

Restroom Association (Singapore) or RAS was set up on 8 December 1998 as a society. It was registered as a charity 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 20 September 2016 <table><tr><td>1) Ms Tan Puay Hoon</td><td>President</td></tr><tr><td>2) Mr Ho Chee Kit</td><td>Honorary Secretary</td></tr><tr><td>3) Mr Colin See Kim Leng</td><td>Honorary Treasurer</td></tr><tr><td>4) Mr Jack Sim Juek Wah</td><td>Committee Member</td></tr><tr><td>5) Mr Martin Vincent Marini</td><td>Committee Member</td></tr><tr><td>6) Mr Selvakumar Simon</td><td>Committee Member</td></tr></table>	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	5) Mr Martin Vincent Marini	Committee Member	6) Mr Selvakumar Simon	Committee Member
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												
5) Mr Martin Vincent Marini	Committee Member												
6) Mr Selvakumar Simon	Committee Member												
Banker	United Overseas Bank												
External Auditor	Mr Looi Chee Bin, 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 2018, the society has six committee members. All committee members are not remunerated.

The committee members attend two meetings yearly including the Annual General Meeting. The attendance of the members for the two meetings from 1 April 2017 to 31 March 2018 were as follows:

Name	Designation	13 Sep 2017	21 Feb 2018
Ms Tan Puay Hoon	President	Present	Present
Mr Ho Chee Kit	Secretary	Absent	Present
Mr Colin See Kim Leng	Treasurer	Absent	Present
Mr Jack Sim Juek Wah	Member	Present	Present
Mr Martin Vincent Marini	Member	Present	Present
Mr Selvakumar Simon	Member	Present	Present

Staffing

As at 31 March 2017, the staff strength is

Executive Director	1
Manager	1
Executive (Admin/HR/Accounts)	1
TOTAL	3

Annual Remuneration of Staff

Annual remuneration including salary, bonus and employer's CPF contribution for the top key executive is less than \$100,000.

Activities and Programmes

- Citi-YMCA Youth For Causes (YFC) 2017: Students raising funds for RAS under the YFC initiative by Citibank and YMCA.
- STAR (Sustaining Toilets As Restrooms) Awards Programme: Education programme for primary & secondary school students
- Happy Toilets @ Preschools Programme: Education programme for pre-schoolers
- Happy Toilet Programme: A star-rating programme for toilets
- LOO (Let's Observe Ourselves) Carnivals: Carnival to raise public awareness about World Toilet Day and adoption of restroom etiquette
- LOO (Let's Observe Ourselves) Awards: An award ceremony to recognise organisations' & individuals' restroom-related contributions
- World Toilet Day Commemoration Fund: Funding for preschools and schools to organise activities in October and November to commemorate World Toilet Day
- SaniGives: Initiative to raise awareness about showing kindness and recognition towards cleaning attendants.
- On-site Training Programme on Restroom Cleaning: Training for existing cleaners on proper restroom cleaning

Calendar of Events

April 17 - March 18	STAR (Sustaining Toilets As Restrooms) Awards Programme
April 17 - March 18	Happy Toilets @ Preschools Programme
April 17 - March 18	Happy Toilet Programme
April-November 17	World Toilet Day Commemoration Fund
May - September 17	Citi-YMCA Youth For Causes 2017
July 17	On-site Training Programme on Restroom Cleaning
November 17	LOO Awards & Launch of SaniGives
February-March 18	LOO Carnivals

REVIEW OF FINANCIAL STATE

Restroom Association (Singapore) recorded a profit of \$430 with expenditure in the financial year going towards support for the charity's programmes.

FUTURE PLANS AND COMMITMENTS

RAS is executing eight programmes and projects which are interwoven to achieve its vision of a gracious society embracing excellence in restroom culture. The RAS is adopting a four-pronged approach which is also its mission of building an excellent restroom culture by:

1. Encouraging owners to provide quality restrooms
2. Lobbying the cleaning industry to meet the right standards
3. Educating socially responsible users
4. Recognising organisations and individuals for their contributions

The eight programmes/projects were as follows:

- (i) The LOO Campaign @ Northwest Coffeeshops & Hawker Centres, Eco-Assessor Programme (EAP) and Happy Toilet Programme (HTP) support the first two approaches
- (ii) The Happy Toilets @ Preschools Programme (HTPP) and Sustaining Toilets As Restrooms (STAR) Awards Programme for primary and secondary schools support the first three approaches
- (iii) The RAS20 (20th anniversary) & SaniGives supports the third approach of educating users and last approach of recognising cleaning attendants
- (iv) The LOO (Let's Observe Ourselves) Awards supports the last approach
- (v) Feedback System & Websites invite the public to submit nominations for the LOO Awards and provide feedback including some educational information for the public

STATEMENT OF ACCOUNTS

Statement of accounts for the financial year **ended 31 March 2018 is attached.**

**RESTROOM ASSOCIATION
(SINGAPORE)**

[Unique Entity No. S98SS0167J]
[IPC No. IPC000700]

[Registered under the Societies Act, Chapter 311
in the Republic of Singapore]

**AUDITED FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED
31 MARCH 2018**

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Fiducia LLP

(UEN. T10LL0955L)
Public Accountants and
Chartered Accountants of Singapore

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STATEMENT BY MANAGEMENT COMMITTEE

In the opinion of the Management Committee,

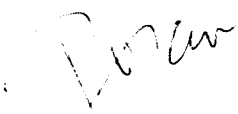
- (a) the financial statements are drawn up so as to present fairly, in all material respects, the state of affairs of the **Restroom Association (Singapore)** (the "Association") as at 31 March 2018, and the results, changes in fund and cash flows of the Association for the financial year then ended.
- (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 **15 AUG 2018**

Tan Puay Hoon
Ho Chee Kit
Colin See Kim Leng
Jack Sim Juek Wah
Marini Martin Vincent
Selvakumar Simon

President
Honorary Secretary
Honorary Treasurer
Founding Member
Committee Member
Committee Member

On behalf of the Management Committee,



Tan Puay Hoon
President



Colin See Kim Seng
Honorary Treasurer

Singapore, **15 AUG 2018**

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Independent auditor's report to the members of:

RESTROOM ASSOCIATION (SINGAPORE)

[Unique Entity No. S98SS0167J]

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Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of **Restroom Association (Singapore)** (the "Association"), which comprise the statement of financial position as at 31 March 2018, and the statement of financial activities, statement of changes in funds and statement of cash flows of the Association 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 Societies Act, Chapter 311 (the "Societies Act"), the Charities Act, Chapter 37 and other relevant regulations ("the Charities Act and Regulations") and Financial Reporting Standards in Singapore ("FRSs") so as to present fairly, in all material respects, the state of affairs of the Association as at 31 March 2018, and the results, changes in funds and cash flows of the Association 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 Association in accordance with the Accounting and Corporate Regulatory ("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 audit opinion.

Other information

Management is responsible for the other information. The other information comprises the Statement by Management Committee but does not include the financial statements and our auditor's report thereon.

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:

RESTROOM ASSOCIATION (SINGAPORE)

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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 Societies Act, the Charities Act and Regulations and FRSS, 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 Association'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 Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association'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.

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Auditor's Responsibilities for the Audit of the Financial Statements (Cont'd)

- 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- 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 Association'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 Association 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 Association have been properly kept in accordance with the provisions of the Societies Regulations enacted under the Societies Act, the Charities Act and Regulations.

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RESTROOM ASSOCIATION (SINGAPORE)

[Unique Entity No. S98SS0167]

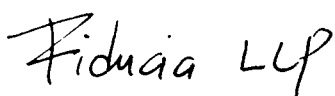
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Report on other Legal and Regulatory Requirements (Cont'd)

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

- (a) the Association has not used the donation moneys in accordance with the objectives as required under Regulation 11 of the Charities (Institutions of a Public Character) Regulations; and
- (b) the Association has not complied with the requirements of Regulation 15 of the Charities (Institutions of a Public Character) Regulations.



Fiducia LLP

Public Accountants and
Chartered Accountants

Singapore, **15 AUG 2018**

Partner-in-charge: Looi Chee Bin
PAB No.: 01834

STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018

	Note	2018 S\$	2017 S\$
INCOME			
Income from generating funds			
Voluntary income			
- Tax exempt donations			
o Individuals	5	6,035	3,100
o Organisations	5	11,200	11,568
- Non-tax exempt donations		569	6,727
- Government grants	6	139,623	133,275
- Other grants		1,600	2,852
		<u>159,027</u>	<u>157,522</u>
Income from charitable activities			
- Project and service fees		<u>87,795</u>	<u>84,053</u>
Other income		<u>9,288</u>	<u>7,561</u>
Total Income		<u>256,110</u>	<u>249,136</u>
LESS: EXPENDITURES			
Cost of charitable activities			
Depreciation	9	1,675	3,053
Manpower costs			
- CPF and SDL contribution		19,091	20,352
- Medical claims		733	811
- Salaries and bonus		145,162	148,409
- Staff training		0	1,560
- Transportation and travel		2,923	3,148
Publicity expenses		47,017	25,899
Rental		16,692	16,692
Restroom auditing costs		1,800	600
Telecommunications		2,267	2,395
Utilities and conservancy		3,529	3,148
Website expenses		5,000	1,763
		<u>245,889</u>	<u>227,830</u>
Governance and administrative costs			
Audit fees		2,050	1,800
Allowance for impairment loss		0	846
Bank charges		56	53
General expenses		628	767
Office cleaner		810	1,200
Office expenses		567	475
Printing, stationery and postage		291	185
Professional fees		3,700	3,700
Travelling		1,286	0
Miscellaneous		403	170
		<u>9,791</u>	<u>9,196</u>
Total Expenditures		<u>255,680</u>	<u>237,026</u>
NET INCOME FOR THE FINANCIAL YEAR		<u>430</u>	<u>12,110</u>

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018

		UNRESTRICTED FUNDS		RESTRICTED FUNDS		
		General fund	Designated fund	Care and Share Matching Fund	SHARE as One	
	Note	Accumulated fund	Appreciation fund			TOTAL FUNDS
		S\$	S\$	S\$	S\$	S\$
INCOME						
Income from generating funds						
Voluntary income						
- Tax exempt donations						
o Individuals	5	0	6,035	0	0	6,035
o Organisations	5	11,200	0	0	0	11,200
- Non-tax exempt donations		569	0	0	0	569
- Government grants	6	132,517	0	2,106	5,000	139,623
- Other grants		1,600	0	0	0	1,600
		145,886	6,035	2,106	5,000	159,027
Income from charitable activities						
- Project and service fees		87,795	0	0	0	87,795
Other income						
		9,288	0	0	0	9,288
Total Income		242,969	6,035	2,106	5,000	256,110
LESS: EXPENDITURES						
Cost of charitable activities						
Depreciation	9	113	0	1,562	0	1,675
Manpower costs						
- CPF and SDL contribution		19,091	0	0	0	19,091
- Medical claims		733	0	0	0	733
- Salaries and bonus		145,162	0	0	0	145,162
- Transportation and travel		2,923	0	0	0	2,923
Publicity expenses		31,707	6,560	8,750	0	47,017
Rental		16,692	0	0	0	16,692
Restroom auditing costs		1,800	0	0	0	1,800
Telecommunications		2,267	0	0	0	2,267
Utilities and conservancy		3,529	0	0	0	3,529
Website expenses		0	0	0	5,000	5,000
		224,017	6,560	10,312	5,000	245,889
Governance and administrative costs						
Audit fees		2,050	0	0	0	2,050
Bank charges		56	0	0	0	56
General expenses		628	0	0	0	628
Office cleaner		810	0	0	0	810
Office expenses		567	0	0	0	567
Printing, stationery and postage		291	0	0	0	291
Professional fees		3,700	0	0	0	3,700
Travelling		1,286	0	0	0	1,286
Miscellaneous		403	0	0	0	403
		9,791	0	0	0	9,791
Total Expenditures		233,808	6,560	10,312	5,000	255,680
NET INCOME FOR THE FINANCIAL YEAR		9,161	(525)	(8,206)	0	430

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 MARCH 2017

	Note	UNRESTRICTED FUNDS		RESTRICTED FUNDS	TOTAL FUNDS
		<i>General fund</i> Accumulated fund S\$	<i>Designated fund</i> Appreciation fund S\$	Care and Share Matching Fund S\$	
INCOME					
Income from generating Funds					
Voluntary income					
- Tax exempt donations					
o Individuals	5	0	3,100	0	3,100
o Organisations	5	11,568	0	0	11,568
- Non-tax exempt donations		6,727	0	0	6,727
- Government grants	6	124,589	0	8,686	133,275
- Other grants		2,852	0	0	2,852
		<u>145,736</u>	<u>3,100</u>	<u>8,686</u>	<u>157,522</u>
Income from charitable activities					
- Project and service fees		84,053	0	0	84,053
Other income		7,561	0	0	7,561
Total Income		<u>237,350</u>	<u>3,100</u>	<u>8,686</u>	<u>249,136</u>
LESS: EXPENDITURES					
Cost of charitable activities					
Depreciation	9	73	0	2,980	3,053
Manpower costs					
- CPF and SDL contribution		20,352	0	0	20,352
- Medical claims		811	0	0	811
- Salaries and bonus		148,409	0	0	148,409
- Staff training		185	0	1,375	1,560
- Transportation and travel		3,148	0	0	3,148
Publicity expenses		24,159	1,640	100	25,899
Rental		14,492	0	2,200	16,692
Restroom auditing costs		600	0	0	600
Telecommunications		2,395	0	0	2,395
Utilities and conservancy		3,148	0	0	3,148
Website expenses		1,763	0	0	1,763
		<u>219,535</u>	<u>1,640</u>	<u>6,655</u>	<u>227,830</u>
Governance and administrative costs					
Audit fees		1,800	0	0	1,800
Allowance for impairment loss		846	0	0	846
Bank charges		53	0	0	53
General expenses		767	0	0	767
Office cleaner		1,200	0	0	1,200
Office expenses		475	0	0	475
Printing, stationery and postage		185	0	0	185
Professional fees		3,700	0	0	3,700
Miscellaneous		170	0	0	170
		<u>9,196</u>	<u>0</u>	<u>0</u>	<u>9,196</u>
Total Expenditures		<u>228,731</u>	<u>1,640</u>	<u>6,655</u>	<u>237,026</u>
NET INCOME FOR THE FINANCIAL YEAR		<u>8,619</u>	<u>1,460</u>	<u>2,031</u>	<u>12,110</u>

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

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2018

	Note	2018 S\$	2017 S\$
ASSETS			
Current assets			
Cash and cash equivalents	7	116,989	119,303
Trade and other receivables	8	18,188	10,616
		<u>135,177</u>	<u>129,919</u>
Non-current assets			
Property, plant and equipment	9	<u>1,351</u>	<u>2,690</u>
Total assets		<u>136,528</u>	<u>132,609</u>
LIABILITY			
Current liabilities			
Other payables	10	<u>13,519</u>	<u>10,030</u>
Total liability		<u>13,519</u>	<u>10,030</u>
NET ASSETS		<u>123,009</u>	<u>122,579</u>
Unrestricted funds			
General fund : Accumulated fund	11	119,627	110,466
Designated fund : Appreciation fund	11	2,800	3,325
		<u>122,427</u>	<u>113,791</u>
Restricted funds			
Care and Share Matching fund	11	582	8,788
SHARE as one fund	11	<u>0</u>	<u>0</u>
		<u>582</u>	<u>8,788</u>
TOTAL FUNDS		<u>123,009</u>	<u>122,579</u>

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

STATEMENT OF CHANGES IN FUNDS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018

	Note	Balance at beginning of financial year S\$	Net income / (expenditure) for the financial year S\$	Balance at the end of financial year S\$
2018				
Unrestricted funds				
General fund – accumulated fund		110,466	9,161	119,627
Designated fund – Appreciation fund		3,325	(525)	2,800
		<u>113,791</u>	<u>8,636</u>	<u>122,427</u>
Restricted funds				
Care and Share Matching fund		8,788	(8,206)	582
SHARE as One		0	0	0
		<u>8,788</u>	<u>(8,206)</u>	<u>582</u>
Total Funds	11	<u>122,579</u>	<u>430</u>	<u>123,009</u>
		Balance at beginning of financial year S\$	Net income for the financial year S\$	Balance at the end of financial year S\$
2017				
Unrestricted funds				
General fund – accumulated fund		101,847	8,619	110,466
Designated fund – Appreciation fund		1,865	1,460	3,325
		<u>103,712</u>	<u>10,079</u>	<u>113,791</u>
Restricted fund				
Care and Share Matching fund		<u>6,757</u>	<u>2,031</u>	<u>8,788</u>
Total Funds	11	<u>110,469</u>	<u>12,110</u>	<u>122,579</u>

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

STATEMENT OF CASH FLOWS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018

	Note	2018 S\$	2017 S\$
Cash flows from operating activities			
Net income for the financial year		430	12,110
Adjustments for:			
- Allowance for impairment-of receivables	8	0	846
- Depreciation	9	1,675	3,053
Operating cash flow before changes in working capital		<u>2,105</u>	<u>16,009</u>
Changes in working capital:			
- Trade and other receivables		(7,572)	2,200
- Other payables		<u>3,489</u>	<u>(1,115)</u>
Net cash (used in)/ generated from operating activities		<u>(1,978)</u>	<u>17,094</u>
Cash flows from investing activity			
Purchases of property, plant and equipment representing net cash used in investing activities	9	<u>(336)</u>	<u>(3,386)</u>
Net (decrease)/ increase in cash and cash equivalents		(2,314)	13,708
Cash and cash equivalents at beginning of financial year		<u>119,303</u>	<u>105,595</u>
Cash and cash equivalents at end of financial year	7	<u>116,989</u>	<u>119,303</u>
Cash and cash equivalents comprise:			
Cash on hand		300	300
Cash at bank		<u>116,689</u>	<u>119,003</u>
		<u>116,989</u>	<u>119,303</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018

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") was established on 8 December 1988. It operates in the Republic of Singapore.

It is a charity registered under the Charities Act, Chapter 37 since 9 January 2004. The Association has been accorded Institutions of a Public Character ("IPC") status for period from 1 November 2015 to 31 October 2018.

The registered office and principal place of operation of the Association is at 2 Balestier Road, #03-679, Singapore 320002.

The objectives of the Association are:

- a) 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.

In furtherance, the Association 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; network with other toilet or restroom associations or bodies worldwide for ideas, social, health and cultural exchanges; and liaise with Government authorities and other non-governmental organisations to organise joint activities.

- b) To help the low income and disadvantaged.

In furtherance, the Association may initiate training programmes and increase the employability and skills of the low income and disadvantaged.

2. Significant accounting policies

2.1 Basis of preparation

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

The preparation of these financial statements in conformity with FRSs 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.

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

2. Significant accounting policies (Cont'd)**2.1 Basis of preparation (Cont'd)****Interpretations and amendments to published standards effective in 2017**

On 1 April 2017, the Association adopted the new or amended FRS and Interpretations of FRS ("INT FRS") that are mandatory for application for the financial year. Changes to the Association's accounting policies have been made as required, in accordance with the transitional provisions in the respective FRS and INT FRS.

The adoption of these new or amended FRS and INT FRS did not result in substantial changes to the accounting policies of the Association and had no material effect on the amounts reported for the current or prior financial years.

New or amended Standards and Interpretations effective after 1 April 2017

The Association has not adopted the following standards that have been issued but not yet effective:

Descriptions	Annual periods commencing on
FRS 109 Financial Instruments FRS 115 Revenue from Contracts with Customers Amendments to: - FRS 102 Classification and Measurement of Share-based Payment Transactions - FRS 40 Transfers of Investment Property - FRS 115 Clarifications to FRS 115 Revenue from Contracts with Customers	1 January 2018
FRS 116 Leases Amendments to: - FRS 109 Prepayment Features with Negative Compensation - FRS 28 Long-term Interests in Associates and Joint Ventures	1 January 2019

The Management Committee believes that the adoption of the revised standards and interpretations do not have material impact on the financial statements in the period of initial application.

2. Significant accounting policies (Cont'd)

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 Projects and services

Income from projects and services is recognised over the period in which the services are rendered.

2.2.2 Government grants

Government grants are recognised as income in the financial statements over the periods necessary to match them with the related costs, which they are intended to compensate on a systematic basis.

2.2.3 Donations

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.

2.2.4 Other income

Other income is recognised 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.

2.3.2 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. Significant accounting policies (Cont'd)**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.

Dismantlement, removal or restoration costs are included as part of the cost of property, plant and equipment if the obligation for dismantlement, removal and restoration is included as a consequence of acquiring or using the property, plant and equipment.

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
Computers	3 years
Furniture and fittings	3 years
Office equipment	3 years
Renovation	3 years

The residual values, estimated useful lives and depreciation method of property, plant and equipment are reviewed, and adjusted as appropriate, at each reporting date. The effects of any revision are recognised in statement of financial activities when 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

Non-financial assets are tested for impairment whenever there is any objective evidence or indication that these assets may be impaired.

For the purpose of impairment, the recoverable amount (i.e. the higher of the fair value less cost to sell and value in use) is determined on an individual asset basis unless the asset does not generate cash inflows 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 difference between the carrying amount and recoverable amount is recognised as an impairment loss in statement of financial activities, unless the asset is carried at revalued amount, in which case, such impairment loss is treated as a revaluation decrease.

An impairment loss for an asset other than goodwill is reversed if, and only if, there has been a change in the estimates used to determine the asset's recoverable amount since the last impairment loss was recognised. The carrying amount of this 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 any accumulated amortisation or depreciation) had no impairment loss been recognised for the asset in prior years.

A reversal of impairment loss for an asset other than goodwill is recognised in statement of financial activities, unless the asset is carried at revalued amount, in which case, such reversal is treated as a revalued increase.

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 reporting 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 derecognised 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. On disposal of a financial asset, the difference between the carrying amount and the sale proceeds is recognised in statement of financial activities.

2. Significant accounting policies (Cont'd)

2.6 Financial assets (Cont'd)

2.6.3 Measurement

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

2.6.4 Impairment

The Association assesses at each reporting date whether there is objective evidence that a financial asset or a group of financial assets is impaired and recognises an allowance for impairment when such evidence exists.

Loans and receivables

Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments is considered indicators that the receivable is impaired.

An allowance for impairment of loans and receivables is recognised 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.

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. When the amount becomes uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are recognised against the same line item in statement of financial activities.

2.7 Cash and cash equivalents

For the purpose of presentation in the statement of cash flows, cash and cash equivalents include cash on hand and deposits with financial institutions which are subject to an insignificant risk of change in value.

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 other payables.

Financial liabilities are derecognised when the obligations under the liabilities are discharged, cancelled or expire. When existing financial liabilities are replaced by another form 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. Significant accounting policies (Cont'd)

2.9 Other payables

Other payables represent liabilities for goods and services provided to the Association prior to the end of the financial year that are unpaid. They are classified as current liabilities if payment is due within one year or less. Otherwise, they are presented as non-current liabilities.

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.

2.12 Funds

Fund balances are 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 utilised 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.

2.13 Operating lease

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 recognised as an expense in the statement of financial activities in the financial year in which they are incurred.

2. Significant accounting policies (Cont'd)**2.14 Employee compensation**Defined contribution plans

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 leave entitlement

Employee entitlements to annual leave are recognised 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 reporting date.

3. Critical accounting estimates, assumptions and judgments

Estimates, assumptions and judgments 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.

Critical accounting estimates, assumptions and critical judgements in applying the entity's accounting policies

Management is of the opinion that there are no key sources of estimation uncertainty estimate and judgement made at the end of the financial year that has a significant effect on the amounts of assets and liabilities within the next financial year.

4. Income tax

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.

5. Tax deductible receipts

Tax deductible receipts issued by the Association for donations received during the financial year, pursuant to its Institutions of a Public Character ("IPC") status, are recorded as follows:

	2018 S\$	2017 S\$
Statement of financial activities – Unrestricted funds		
General fund – Accumulated fund		
- Donations from organisations	11,200	11,568
Designated fund – Appreciation fund		
- Donations from individuals	6,035	3,100
	<u>17,235</u>	<u>14,668</u>

6. Government grants

	2018 S\$	2017 S\$
Care and Share Matching grant	2,106	8,686
SHARE as One grant	5,000	0
Grant from National Environment Agency	<u>132,517</u>	<u>124,589</u>
	<u>139,623</u>	<u>133,275</u>

7. Cash and cash equivalents

	2018 S\$	2017 S\$
Cash on hand	300	300
Cash at bank	<u>116,689</u>	<u>119,003</u>
	<u>116,989</u>	<u>119,303</u>

At the reporting date, the carrying amounts of cash and cash equivalents approximated their fair values.

8. Trade and other receivables

	2018 S\$	2017 S\$
Trade receivables		
- Outside parties	19,853	12,281
Less: Allowance for impairment	<u>(3,326)</u>	<u>(3,326)</u>
Net trade receivables	16,527	8,955
Other receivables		
- Deposits recoverable	<u>1,661</u>	<u>1,661</u>
	<u>18,188</u>	<u>10,616</u>

The movement of allowance for impairment of trade receivables is as follows:

	2018 S\$	2017 S\$
Beginning of financial year	3,326	2,480
Allowance of impairment loss during the financial year	<u>0</u>	<u>846</u>
End of financial year	<u>3,326</u>	<u>3,326</u>

Trade receivables are interest-free and are generally collectible upon presentation of invoice.

Other receivables are unsecured, interest-free and are repayable on demand.

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

9. Property, plant and equipment

	Balance at beginning of financial year S\$	Additions S\$	Balance at end of financial year S\$
2018			
At cost			
Computers	22,714	336	23,050
Furniture and fittings	2,532	0	2,532
Office equipment	7,204	0	7,204
Renovation	8,305	0	8,305
	<u>40,755</u>	<u>336</u>	<u>41,091</u>
Accumulated depreciation			
	Balance at beginning of financial year S\$	Depreciation S\$	Balance at end of financial year S\$
Computers	20,024	1,675	21,699
Furniture and fittings	2,532	0	2,532
Office equipment	7,204	0	7,204
Renovation	8,305	0	8,305
	<u>38,065</u>	<u>1,675</u>	<u>39,740</u>
Carrying amount			
	Balance at beginning of financial year S\$		Balance at end of financial year S\$
Computers	2,690		1,351
Furniture and fittings	0		0
Office equipment	0		0
Renovation	0		0
	<u>2,690</u>		<u>1,351</u>

9. Property, plant and equipment (Cont'd)

	Balance at beginning of financial year S\$	Additions S\$	Balance at end of financial year S\$
2017			
At cost			
Computers	19,328	3,386	22,714
Furniture and fittings	2,532	0	2,532
Office equipment	7,204	0	7,204
Renovation	8,305	0	8,305
	<u>37,369</u>	<u>3,386</u>	<u>40,755</u>
Accumulated depreciation			
	Balance at beginning of financial year S\$	Depreciation S\$	Balance at end of financial year S\$
Computers	17,044	2,980	20,024
Furniture and fittings	2,459	73	2,532
Office equipment	7,204	0	7,204
Renovation	8,305	0	8,305
	<u>35,012</u>	<u>3,053</u>	<u>38,065</u>
Carrying amount			
	Balance at beginning of financial year S\$		Balance at end of financial year S\$
Computers	2,284		2,690
Furniture and fittings	73		0
Office equipment	0		0
Renovation	0		0
	<u>2,357</u>		<u>2,690</u>

Included in the property, plant and equipment are the following computers were purchased through the Care and Share Matching fund:

	Note	2018 S\$	2017 S\$
Computers			
At cost			
Beginning of the financial year		8,933	5,547
Additions		<u>0</u>	<u>3,386</u>
End of financial year		<u>8,933</u>	<u>8,933</u>
Accumulated depreciation			
Beginning of financial year		6,243	3,263
Depreciation charge		<u>1,562</u>	<u>2,980</u>
End of financial year		<u>7,805</u>	<u>6,243</u>
Carrying amount	11	<u>1,128</u>	<u>2,690</u>

10. Other payables

	2018 S\$	2017 S\$
Accruals	13,449	9,560
Other creditors	70	470
	<u>13,519</u>	<u>10,030</u>

At the reporting date, the carrying amounts of other payables approximated their fair values.

11. Funds

Funds comprise unrestricted and restricted funds.

a) Unrestricted funds

(i) General fund – Accumulated Fund

This fund represents accumulated surplus and is for the purpose of meeting operating expenses incurred by the Association.

(ii) Designated fund- Appreciation Fund

This fund represents tax-exempt donations- individuals are for purchasing NTUC Fair Price vouchers and refreshment that are presented to restroom cleaning attendance to recognise their efforts and help them to cope with rising living costs.

b) Restricted funds

(i) *Care and Share Matching Fund*

Care and Share Matching fund is a grant from Ministry of Social and Family Development ("MSF"), based on qualifying donations, to develop the charitable agency's capabilities and capacity in the provision of social services and programmes for its beneficiaries. The unused funds for projects that are withdrawn or terminated prematurely may be clawed back if the new proposed projects were not being approved by MSF.

Net assets of the Care and Share Matching fund

	Note	2018 S\$	2017 S\$
Total restricted fund		<u>582</u>	<u>8,788</u>
Represented by:			
Cash and bank balances		(546)	6,098
Property, plant and equipment	9	<u>1,128</u>	<u>2,690</u>
		<u>582</u>	<u>8,788</u>

11. Funds (Cont'd)

b) Restricted fund (Cont'd)

(ii) SHARE as One

SHARE as One represents grant received during the financial year from National Council of Social Service ("NCSS") in support of volunteer outreach and management of the Association.

Net assets of SHARE of One fund

	2018 S\$
Total restricted fund	<u>0</u>
Represented by:	
Cash and bank balances	2,500
Other payables	<u>(2,500)</u>
	<u>0</u>

12. Operating lease commitments

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

	2018 S\$	2017 S\$
Not later than one year	12,519	16,692
Between one and five years	<u>0</u>	<u>12,519</u>
	<u>12,519</u>	<u>29,211</u>

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

13. 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.

14. 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.

15. Key management personnel compensation

Key personnel comprised of members of the Management Committee and senior management of the Association. The remuneration of key management personnel is determined by the Management Committee. The annual remuneration of key management personnel are classified as follows:

	2018 S\$	2017 S\$
Staff salaries & bonus	73,871	75,520
Employer's CPF contribution	11,975	12,496
	<u>85,846</u>	<u>88,016</u>

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

	2018 S\$	2017 S\$
Number of key management in remuneration bands		
S\$50,001 to S\$100,000	<u>1</u>	<u>1</u>

16. Reserve policy and position

The Association's reserve position for financial year ended 31 March 2018 and 2017 is as follows:

		2018 S\$'000	2017 S\$'000	Increase/ (decrease) %
A	Unrestricted Funds			
	Accumulated general funds	119	111	7
B	Restricted or Designated Funds			
	Designated Funds	3	3	0
	Restricted Funds	1	9	(89)
C	Endowment Funds	0	0	0
D	Total Funds	123	123	2
E	Total Annual Operating Expenditure	256	237	10
F	Ratio of Funds to Annual Operating Expenditure (A/E)	0.46	0.47	

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.

17. Financial Instruments

The financial assets and liabilities of the Association as at the reporting date are as follows:

	2018 S\$	2017 S\$
<u>Financial Assets</u>		
Loans and receivables		
Cash and bank balances	116,989	119,303
Trade and other receivables	18,188	10,616
	<u>135,177</u>	<u>129,919</u>
<u>Financial Liability</u>		
Other payables	<u>13,519</u>	<u>10,030</u>

18. Financial risk management

The Association is primarily funded by government grant, donations, and project income.

The Association has limited exposure to the following risk due to its charitable activities:

Credit risk

Credit risk refers to risk that counterparty will default on their obligations to repay amounts owing to the Association resulting in a loss to the Association.

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

Trade receivables are unsecured and the analysis of their aging follows:

	2018 S\$	2017 S\$
Current	12,110	5,678
Less than 30 days	1,960	2,277
30 to 90 days	2,457	1,000
More than 90 days	3,326	3,326
	<u>19,853</u>	<u>12,281</u>

The Management Committee is of the opinion that the allowance for impairment of trade receivables is adequate.

The credit risk on liquid funds is limited because the counter parties are banks with high credit rating assigned by international credit agencies.

Liquidity risk

Liquidity risk reflects the risk that the Association will have insufficient resources to meet its financial liabilities as and when they fall due.

18. Financial risk management (cont'd)*Liquidity risk (cont'd)*

The Association manages its liquidity risk by monitoring and maintaining a level of cash and cash equivalents deemed adequate by the Management Committee to fund the Association's activities. It places its cash with creditworthy institutions.

The Association's liabilities at the reporting date are all payable within one year based on contractual undiscounted payments.

	2018	2017
	S\$	S\$
<u>Payable within one year</u>		
<i>Financial Liabilities</i>		
Other payables	<u>13,519</u>	<u>10,030</u>

Interest rate risk

Changes in interest rates do not have a material impact on the Association as it does not have any interest-bearing liabilities.

The responsibility for managing the above risks is vested in the Management Committee.

Fair value

The carrying amounts of the financial assets and liabilities recorded in the financial statements of the Association approximate their fair values due to short term in nature.

19. Authorisation of financial statements

The financial statements were authorised for issue in accordance with a resolution of the Management Committee on **15 AUG 2018**