



Leong Hwa Monastery: Annual report for the year ended 31 December 2016

General information: Leong Hwa Monastery (LHM) was established in 1995 as a religious organisation, registered under the Societies Act (UEN: S95SS0035G). It is also a charity under the Charities Act, Charity Registration No. 1659.

Our Mission: LHM aims to expound the teachings of Sakyamuni Buddha and to cultivate compassion, loving kindness and wisdom for the benefit of all sentient beings in society.

Management Committee: LHM is governed by a management committee comprising individuals with varied skills, in particular, individuals who are committed to propagate Buddhism for the benefit of society and helping to make the world a better place for all humanity.

The Management Committee oversees and approves the formulation of the Society's strategy and sets directions and standards of the organisation. It also reviews the Society's activities, adequacy of internal controls, financial reporting and compliance and management and operational performance.

Management Committee members:

Title of Office	Full name of Officer	Occupation	Date of first appointment
President	CHIA ENG SOON	Venerable, Leong Hwa Monastery	17 April 11
Vice President	CHEN SHOOU	Venerable, Yan San Shu Monastery	28 March 04
Secretary	TAY HAN CHING, ALVIN	Assistant Manager, Asian Culinary Institute	24 April 16
Treasurer	Li Le	Accounts executive, Cosco Corporation (Singapore) Limited	31 March 13
Member	NG CHOON KIAT	Venerable	24 April 16
Member	CHEN HUI HUI	National service	24 April 16
Member	HONG WEI JIAN, SEAN	Marketing executive, JCB International Asia Pacific Pte Ltd	31 March 13
Member	LIM KAH HOE, DESMOND	Caregiver	31 March 13
Member	LIM KIAT SENG	Property manager, Swee Cheng Management Pte Ltd	24 April 16

Trustees: The following trustees hold the properties located at 57, 67 and 72 Shrewsbury Road in trust for the Society.

Chia Eng Soon (aka Venerable Sek Meow Ee)
Chia Eng Kheng (aka Venerable Sek Meng Kheng)

Corporate Governance: It is LHM' policy not to have paid staff on the management committee. The term of office of the Committee is one year. The Treasurer may be re-elected to the same post for a maximum term of four years. For the other committee members, the maximum term and their re-appointment will be in accordance with the provisions of the Code of Governance for Charities & Institutions of Public Character (IPCs).

The management committee meets three times a year and the agenda items include refreshing LHM' strategies and action plan, approval of annual budget (and a review during mid-year), approval of material transactions including capex, donations to other organisations and allocation of funds to designated/restricted funds.

To execute its responsibilities, there are appointed management committee members to look at financial policies, internal audit and programmes and services based on terms of reference approved by the management committee.

The management committee and the management staff are committed to maintaining high standards of corporate governance and abiding to the Code of Governance for Charities and IPCs. The management committee endeavours to enhance its governance practices throughout the financial year. The committee also assessed its compliance with the Code of Governance for the evaluation period from 1 January 2016 to 31 December 2016. The Society will file the evaluation checklist with the Commissioner of Charities after its annual general meeting as well as uploaded on LHM' website. As at date of this report, the Society had complied with the various areas required in the governance evaluation.

Conflicts of Interest: The Society maintains a Conflict of Interest policy, requiring management committee members and staff to disclose any interest that they may have, whether directly or indirectly, that the Society may enter into or in any organisations that the Society has dealings with or is considering dealing with; and any personal interest accruing to him as one of the Society's suppliers, users of services or beneficiaries. Should there be any potential conflict of interest, the affected members will abstain from discussion and decision-making on the matter. 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. During the year under review, there were no such conflicts that required disclosure and action.

Finance and funding: The Society is funded by donations and contributions by the devotees and the public, lease and maintenance of ancestral tablets and niches. The Society also collects annual membership fee of \$12 (excluding GST).

The Society's banker is United Overseas Bank Limited.

Reserve policy: It is the Society's desire to build up a reserve to meet three years' operating expenditure. Unrestricted fund that is in excess of three years' operating expenditure will be transferred to an expendable endowment fund in the following year to strengthen the financial position of the Society.

Expendable Endowment Fund: The fund was established to receive bequests, gifts and donations and transfer from unrestricted fund that is in excess of three years' operating expenditure, to strengthen the financial position of the Society and to enable the Society to use the return from the investment of the Fund to meet ad hoc needs of the community, approved by the Management Committee.

It is the Society's aim to build an endowment fund of \$5 million.

While the capital is not available for general use, the investment returns from the Fund and or part of the capital, can be used to fund community projects and initiatives where the Society can make a significant contribution and which are truly meaningful to the Society and in line with the Society's mission.

Society's assets: The Society's properties located at 57 and 67 Shrewsbury Road are for its own use. Our community service arm, Viriya Community Services (VCS) remains committed to use 72 Shrewsbury Road, known as Lights of Hope Centre for charitable purposes, consistent with its mission. In the meanwhile, the place was being rented out and rental income was shared between VCS and the Society until 31 January 2017.

The Society also owns a van largely for its own use.

Future capital commitments: Based on existing plan, the Society does not have any future capital commitments, other than the cyclical maintenance of its three premises.

The road ahead: We will continue expound the teachings of Sakyamuni Buddha to enhance spiritual life of individuals and enrich the human spirit of loving kindness and compassion for all.

For Viriya Community Services (VCS), we remain committed to our vision of caring for the community with compassion and concern and our mission to bring joy and enhance the quality of life by providing care and assistance to families and individuals in need of support regardless of race and religion. We will continue to invest the matching grant received from the government under the Care and Share Movement to enhance our capability and capacity as well as in new or enhanced existing programmes to meet the anticipated needs of the community.

Management: The staff are given the responsibilities of implementing policies and directions set out by the Management Committee. Venerable Zhi Hui, the previous abbot returned to China in mid-March 2016 and a new abbot will be appointed by mid-2017.

Activities and events: In the year under review, we celebrated the following special events:

- Lunar New Year Eve cum Maitreya Bodhisattva's Birthday;
- Lunar New Year – Homage to Three Thousands Buddhas;
- Qing Ming Memorial Festival;
- 2560th Vesak Day;
- The Compassionate Samadhi Water Repentance Service in conjunction with the birthday of Venerable Sek Meow Ee;
- 7th lunar month / Ullambana festival;
- Medicine Buddha's Birthday;
- Amitabha Buddha's Birthday; and
- 8-precepts retreat during Vesak Day and Amitabha Buddha's Birthday

In addition to the above, we have our regular weekly prayer service and quarterly Da Merng San prayer.

Community projects: These are included in VCS' annual report, a copy of which is attached to this report.

Financial results:

Revenue

Income from generating funds

Amortisation of Light of Centre Fund	252,768
Donations received	146,146
Interest income	37,700
	436,614
<u>Income from charitable activities</u>	
Ancestral tablets and niches	392,370
Maintenance fee	45,900
Membership fee	2,472
Special events	453,082
	893,824
Other income	47,056
Total revenue	1,377,494
Expenditure	
<u>Cost of charitable activities</u>	
Contribution to other organisations	20,000
Direct expenses	175,913
Depreciation	584,041
Others	128,851
Personnel costs and related expenses	178,767
	1,087,572
Governance and other administrative costs	15,035
Total expenditure	1,102,607
Surplus for the year	274,887
Unrestricted Reserve as at 1 January 2016	3,526,773
Unrestricted Reserve as at 31 December 2016	3,801,660
Unrestricted Reserve / Total Operating Expenditure	3.45

Based on the above, a transfer will be made to the expendable endowment fund in 2017.

Further details can be found in our audited financial statements, audited by A+Achieve PAC. The Society has adopted the Charities Accounting Standard since 1 January 2013

Acknowledgement: We express our gratitude to many of you, including our donors, devotees, volunteers and staff for their unwavering support. We wish all an enlightening journey ahead.

Report by: Venerable Sek Meow Ee
President

Registered office: 67 Shrewsbury Road Singapore 307834 Tel: 6253 3532 Fax: 6251 0043 www.lhm.org.sg