



## Leong Hwa Monastery: Annual report for the year ended 31 December 2018

**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 through development of basic good human qualities — warmth, kindness, compassion.

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:

In year 2018, As at 31 December 2018, the Management Committee comprised the following members.

Title of Office	Full name of Officer	Occupation	Date of first appointment
President	CHIA ENG SOON	Venerable, Leong Hwa Monastery	17 April 11
Secretary	YONG HON GUI, FREDDIE	Senior Customer Service Manager, 3M Singapore Pte Ltd	21 May 2017
Treasurer	CHIA TI YU	Director( Finance, Systems & Projects), Ministry of Finance	21 May 2017
Member	CHEN HUIHUI	Undergraduate	24 April 16
Member	Li Le	Assistant Finance Manager, ISPA Corporate Services Pte Ltd	31 March 13
Member	LIM KIAT SENG	Property manager, Swee Cheng Management Pte Ltd	24 April 16
Member	TAN HAN TEIK	Sale executive, Teck Hin Undertaker	6 May 2018

**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 during the year. The attendance of the management committee members at the meetings is set out below:

**Attendance of Management Committee members**

CHIA ENG SOON	3 out of 3
YONG HON GUI, FREDDIE	2 out of 3
CHIA TI YU	3 out of 3
CHEN HUIHUI	2 out of 3
LI LE	3 out of 3
LIM KIAT SENG	3 out of 3
TAN HAN TEIK BERNARD	1 out of 3

The meetings' 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, allocation of funds to designated/restricted funds and investment of its surplus funds.

To execute its responsibilities, committee members are appointed into committees 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.

Based on the Code of Governance for Charities and IPCs issued by The Charity Council which took effect from 1 January 2018, the Society is in the 'Intermediate Tier'. As at date of this report, the Society had complied with the various areas required in the governance evaluation. It will file the evaluation checklist with the Commissioner of Charities after its annual general meeting as well as uploaded on LHM' website

**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.

There was no paid staff, being a close member of the family belonging to the Abbot or a governing board member of the Society who had received annual remuneration of \$50,000 and above in the financial year under review.

**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 principal banker is United Overseas Bank Limited and surplus funds are largely placed on fixed placements with Hong Leong Finance Ltd and Maybank Singapore Ltd.

**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, 67 and 72 Shrewsbury Road. Except for two of the five floors at 72 Shrewsbury which are being used by our community service arm, Viriya Community Services (VCS), the rest of the three premises is for the Society's own use.

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

**Future capital commitments:** Based on existing plan, the Society does not have any significant future capital commitments, other than the cyclical maintenance of its three premises, including replacements of air-conditioning system at the main hall.

**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 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 enhance our journey of equipping staff with skills and competencies to meeting the growing and changing needs of the community. In this way, we will stay relevant in an age of rising expectations.

**Management:** The Abbot is given the responsibilities of leading the operations of the Society and is responsible for implementing policies and directions set out by the Management Committee.

**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 One Thousands Buddhas;
- Qing Ming Memorial Festival;
- 2562<sup>nd</sup> Vesak Day;
- 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 completed three series of Dharma talks, namely, 'The Discourse on the Eight Realisations of the Great Beings' (佛說八大人覺經), 'Understanding the First two paramitas, giving (Dana) (布施) and upholding precepts (Sila) ('.

In addition to the above, we conducted three series of Dharma talks, namely, 'The Discourse on the Eight Realisations of the Great Beings' (佛說八大人覺經), 'Understanding the First two paramitas, giving (Dana) (布施) and upholding precepts (Sila) (持戒)' and 'Buddha said eighteen mud plow/hell' (佛說十八泥犁經).

**Community projects:** These are included in VCS' annual report, a copy of which is available on [www.viriya.org.sg](http://www.viriya.org.sg)

## Summary of Financials:

### Revenue

#### Income from generating funds

Donations received	115,068
Interest income	17,804
	132,872

#### Income from charitable activities

Ancestral tablets and niches	393,641
Maintenance fee	47,527
Membership fee	4,534
Special events	486,500
	932,202
Other income	11,223

Total revenue 1,076,297

### Expenditure

#### Cost of charitable activities

Contribution to other organisations	7,836
Direct expenses	172,629
Depreciation	287,855
Others	166,962
Personnel costs and related expenses	280,355
	915,637

Governance and other administrative costs 44,141

Total expenditure 959,778

Surplus for the year 116,519

Unrestricted Reserve as at 1 January 2018 3,461,469

Transfer to Expendable Endowment Fund 600,000

Unrestricted Reserve as at 31 December 2018 2,977,988

Unrestricted Reserve / Total Operating Expenditure 3.1

Based on the above, no transfer will be made as funds will be required for cyclical maintenance.

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.

**Appreciation:** We are grateful 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

**Mission:** Leong Hwa Monastery 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.

**Registered office:** 67 Shrewsbury Road Singapore 307834 Tel: 6253 3532 Fax: 6251 0043 [www.lhm.org.sg](http://www.lhm.org.sg)