



Leong Hwa Monastery: Annual report for the year ended 31 December 2019

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 — love, 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:

As at 31 December 2019, 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 17
Treasurer	CHIA TI YU	Director (Finance) / Director (Administration) Singapore Food Agency	21 May 17
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	Assistant Property manager, Swee Cheng Management Pte Ltd	24 April 16
Member	TAN HAN TEIK	Sale executive, Teck Hin Undertaker	6 May 2018

Member	TENG KOK HWEE THOMAS	Principal Consultant/Specialist, NTUC-ARU	05-May-19
Member	TOH LAI SOON DAVID	Manager, Lexbuild Wheels & Rail Pte Ltd	05-May-19

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	3 out of 3
CHIA TI YU	3 out of 3
CHEN HUIHUI	2 out of 3
LI LE	2 out of 3
LIM KIAT SENG	3 out of 3
TAN HAN TEIK BERNARD	1 out of 3
TENG KOK HWEE THOMAS	3 out of 3
TOH LAI SOON DAVID	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.

Enterprise risk management: Risk management is an integral part of sound governance and has always been considered by the Society although it is not documented as a separate process. It is integrated with the Society's strategy, cut across the different functional areas of its operations and is embedded within the day-to-day management and operational processes of these functional areas. They are identified and controls are in place to mitigate these risks.

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 lorry 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 serving individuals and families in need in the community and enhancing their quality of life. We will continue with our vision and mission and be guided by the VCS Heartbeat. To better meet the evolving needs of the dynamic environment, VCS will refresh its vision and mission which will be unveiled in 2020. We will also sharpen our staff with skills and competencies to meeting the growing and changing social needs of the community. In this way, we will stay relevant in an age of evolving needs and 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;
- 2563rd 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, in the year under review, conducted the monthly Yogacara Ulka-mukha (Puja) Dharma Service (放焰口). This Puja which helps the lost souls such as the hungry ghosts (Pretas) to be relieved from sufferings and reminds participants to enhance their spiritual cultivation, stay as faithful and sincere Buddhists and be always mindful of Buddha and His Teachings was very well-received.

Community projects: These are included in VCS' annual report, a copy of which is available on www.viriya.org.sg

Summary of Financials:

Revenue

Income from generating funds

Donations received	132,024
Interest income	25,636
	157,660

Income from charitable activities

Ancestral tablets and niches	394,864
Maintenance fee	58,705
Membership fee	2,664
Special events	614,621
	1,070,854
Other income	10,553

Total revenue 1,239,067

Expenditure

Cost of charitable activities

Contribution to other organisations	3,200
Direct expenses	198,046
Depreciation	289,130
Others	215,858
Personnel costs and related expenses	260,467
	966,701
Governance and other administrative costs	21,219

Total expenditure 987,920

Surplus for the year 251,147

Unrestricted Reserve as at 31 December 2019 3,229,135

Unrestricted Reserve / Total Operating Expenditure 3.27

Based on the above, a transfer of \$300,00 will be recommended to the Management Committee for transfer to the Expendable Endowment Fund in the current financial year.

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. And Gratitude is the Foundation of our Joy. 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.

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