

## KHENG CHIU LOKE TIN KEE HOME

### Annual Report for the year ended 31 December 2018

Kheng Chiu Loke Tin Kee Home was formed in 1902. It was registered as a society on 29 April 1992 under Section 4(5) of the Societies Act, (Cap 311) and on 11 September 1992 it was registered as a Charity under the Charities Act, (Cap 37).

Commissioner of Charity Registration Number : 0899  
Unique Entity No. : S92SS0060E  
Registered Address : No. 70, Tampines Avenue 4  
Kheng Chiu Happy Lodge  
Singapore 529681

Adviser : 1) Mdm Fu Chuan San BBM(L)  
2) Mr Liang Foo Jee PPA PBS

		DATE OF APPOINTMENT
Management Committee	1) Mr Foo Jong Peng	Chairman 30/01/2008
	2) Mr Freddy Moh Tai Tong	Vice Chairman 30/01/2008
	3) Mr Ngiam Seng Wee PB, PBS	Honorary Secretary 18/06/2008
	4) Mr Phoo Yap Lee	Assistant Secretary 24/03/2017
	5) Mr Lim Fang Siang	Honorary Treasurer 24/03/2017
	6) Mr Lim Tew Tean	Assistant Treasurer 24/03/2017
	7) Mr Pang Hick Seng PBM	Committee Member 25/03/2010
	8) Ms Jenny Wong Kum Chee	Committee Member 25/03/2010
	9) Ms Chew See Bee PBM	Committee Member 25/03/2010
	10) Mr Francis Foo Sek Juat	Committee Member 25/03/2010
	11) Mr Goh Juan Wah	Committee Member 01/07/2017

Admission & Discharge Committee	1) Mr Ngiam Seng Wee PB, PBS	Honorary Secretary
	2) Mr Lim Fang Siang	Honorary Treasurer
	3) Mr Phoo Yap Lee	Assistant Secretary
	4) Mr Thang Wei Wang	Sub-Committee Member
	5) Mr Yong Sin	Manager
	6) Ms Carol Rebecca Ho	Nursing Supervisor

Audit Committee	1) Mr Lim Tew Tean	Assistant Treasurer
	2) Mr Pang Hick Seng PBM	Committee Member

Finance Committee	1) Mr Freddy Moh Tai Tong	Vice Chairman
	2) Mr Lim Fang Siang	Honorary Treasurer

Fund Raising Committee	1) Ms Chew See Bee PBM	Committee Member
	2) Ms Jenny Wong Kum Chee	Committee Member

Human Resource Committee	1) Mr Freddy Moh Tai Tong	Vice Chairman
	2) Mr Ngiam Seng Wee PB, PBS	Honorary Secretary

Programme/ Services Committee	1) Mr Ngiam Seng Wee PB, PBS	Honorary Secretary
	2) Mr Phoo Yap Lee	Assistant Secretary

Building and Maintenance Committee	1) Mr Foo Jong Peng	Chairman
	2) Mr Freddy Moh Tai Tong	Vice Chairman
	3) Mr Ngiam Seng Wee PB, PBS	Honorary Secretary
	4) Mr Phoo Yap Lee	Assistant Secretary
	5) Mr Goh Juan Wah	Committee Member

Banker : Standard Chartered Bank (Singapore) Ltd  
 (Current Account & Fixed Deposit Account) Battery Branch  
 6 Battery Road  
 Singapore 049909

Auditor : Suhaimi Salleh & Associates  
 Public Accountants and Certified Public Accountants  
 71 Ubi Crescent, Excalibur Centre #08-01  
 Singapore 408571  
 Tel: 6846 8376 Fax: 6491 5218  
 Email: [contact@ssagroup.com](mailto:contact@ssagroup.com) Website: [www.ssagroup.com](http://www.ssagroup.com)

## OBJECTIVE

The objective of the Home is to provide shelter and care to the aged and aged destitute who are Singapore Citizens or Singapore Permanent Residents, age 60 and above, regardless of race, sex, language and religion in accordance with the rules and conditions set up in the Constitution of the Home.

### Our Vision

To provide not just a warm and conducive living environment but also a more long and healthy living, professional nursing care, to improve the quality of life, responding to the changing needs. We also provide an environment where everyone has opportunities to be engaged physically, mentally, and socially and has a chance to give back.

### Our Mission

To provide not just a warm and conducive living environment for the ambulant and fairly frail elderly in communal living independently, regardless of race, language, religion or social status. It is also an environment where residents and their families find support, guidance, educational and social programs to help to navigate life transitions and continue to be active, healthy and engaged in the community.

## POLICIES

### Finance & Funding

The Home is self-funding and we receive aid from the public through their generous donations in cash or in kind. The Home collects home fees from the family members or relatives of the residents. Such fees are based on the family's financial background and their ability to pay.

For destitute resident, the home receives monthly public assistance grant from Community Development Councils (CDCs) of which 10% of the grant amount disbursed back to the resident as personal allowance.

## APPLICATION FOR ADMISSION TO KHENG CHIU LOKE TIN KEE HOME

Application for admission is made directly by family members of the applicant or through referrals by the various hospitals' medical social workers; family service centers social workers; Community Development Councils (CDCs) and the Ministry of Social and Family Development (MSF). All applicants will be interviewed and assessed by the Admission and Discharge Committee before approval for admission is granted.

### REVIEW OF YEAR 2018

#### Staffing

Staff is recruited locally and abroad. The nursing staff recruited from abroad has to undergo on-the-job training sessions to equip them with the necessary knowledge and skill in providing basic nursing care to elderly residents. As of 31 December, 2018 the breakdown of the staff strength is as follows:

Manager	1	Local Staff	8
Accounts/Admin Executive	1	Foreign Staff	6
Programme Executive	1		<u>14</u>
Assistant Executive	1		
Nursing Supervisor (SRN)	1		
Executive Officer	1		
Nursing Aides	3		
Healthcare Attendant	3		
General Workers	2		
Total	<u>14</u>		

#### Occupancy

The Home has a capacity of 155 residents (Females: 83 & Males: 72). The residents' muster as at 31 December 2018 was 99 comprising of **36** residents on Public Assistance (PA) grant, **2** residents in crisis under funding from MSF (Ministry of Social & Family Development).

A breakdown of the residents' profile is as follows:

Gender Group	Number	Ethnic Group	Number
Female	47	Chinese Female	46
Male	<u>52</u>	Chinese Male	51
Total	<u>99</u>	Indian Female	1
		Eurasian Male	<u>1</u>
		Total:	<u>99</u>
		PA Elderly	36
Crisis Elderly			
Female	1		
Male	1		

### CALENDAR OF EVENTS FOR YEAR 2018 (OUTDOOR & INDOOR ACTIVITIES)

(Please refer to the attached activity appendix)

## REVIEW OF FINANCIAL STATUS AND EXPLANATION OF ALL MAJOR FINANCIAL TRANSACTIONS

The Kheng Chiu Loke Tin Kee Home did not organise any fund raising event in the Year 2018. It has received a total sum of S\$73,281 donation comparing with S\$226,644 in Year 2017 due to economic slowdown in general.

The Home recorded a net surplus of S\$58,127 for the year ended 31 December 2018 as compared to S\$170,375 in the previous year. The General Fund has risen to S\$4,085,612 as at 31 December 2018 with an increase of 1.4% from previous year.

There is no major change in expenditures in Year 2018 comparing with previous year, there is a slight drop in total expenditures from \$1,572,474 to \$1,521,821. The Home so far has not employed any staff or the top three paid staff with salaries and bonuses more than S\$100,000.00 per annual. There is no paid staff in the Home's Management Committee.

The Ratio of Funds to Annual Operating Expenditure has risen to 2.64 from 2.56. The Home's Reserve Policy is three (3) years of the amount of the annual operating expenditure.

*We wish to thank all our donors, sponsors, friends, volunteers and supporters who have made valuable contributions, both tangible and intangible to our Home for all these years.*

## FUTURE PLANS AND COMMITMENT

- (1) Last year, the Home has upgraded its staff's knowledge and skill with the following training to provide better services to its residents:
  - Implementing Internal Controls
  - Counselling for Seniors
  - Communicate Effectively with Seniors
  - Using Activities in Therapy with SeniorsThe Home will continue its commitments to upkeep its staff's knowledge and skill in coming years, also its Management Committee members.
- (2) The Home will continue with the Client Outcomes and Milestones tracking (Enhanced Program Evaluation System) that was implemented with effect from October 2007 by National Council of Social Service. Beside general programmes, the Home will also be implementing Individual Care Plan for each resident as a holistic care plan not just in medical care, which will include social and mental cares.
- (3) The Home will continue looking into improvement of Catering Meals services to provide more healthy foods to our elderly residents.
- (4) The Home will work with more volunteer groups to provide more interactive and healthcare programmes to our elderly resident.

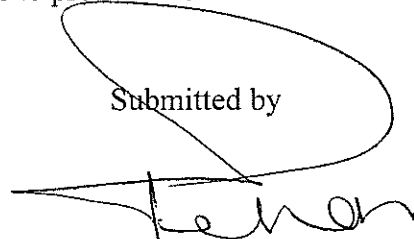
Prepared by



---

Mr John Lim  
General Manager  
Kheng Chiu Loke Tin Kee  
Home

Submitted by



---

Mr Foo Jong Peng  
Chairman  
Kheng Chiu Loke Tin Kee Home  
Management Committee