

SINGAPORE COUNCIL OF WOMEN'S  
ORGANISATIONS (SCWO)

THE STAR SHELTER

UNIQUE ENTITY NUMBER: T00CC1406K

**REPORT AND  
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 JANUARY 2016

**LO HOCK LING & CO**

*Chartered Accountants Singapore*

盧鶴齡會計公司



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**SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)**

**THE STAR SHELTER**

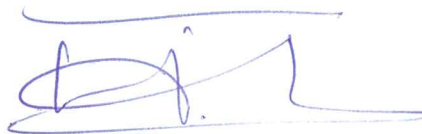
**STATEMENT BY THE SCWO BOARD**

In our opinion, the accompanying financial statements which comprise the balance sheet (statement of financial position) as at 31 January 2016, and the statement of comprehensive income, and statement of changes in funds for the year then ended, and a summary of significant accounting policies and other explanatory notes, are drawn up in accordance with the provisions of the Charities Act, Cap. 37 and Singapore Financial Reporting Standards so as to give a true and fair view of the financial position of The Star Shelter as at 31 January 2016 and the financial performance and changes in funds for the year ended on that date.



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Ms Malathi Das  
President



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Ms Junie Foo  
Honorary Treasurer

Singapore, 25 May 2016

**INDEPENDENT AUDITORS' REPORT**  
**SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)**  
**THE STAR SHELTER**

*Report on the Financial Statements*

We have audited the accompanying financial statements of The Star Shelter, an integral part of SCWO (the Association), set out on pages 4 to 15. These financial statements comprise the balance sheet (statement of financial position) as at 31 January 2016, and the statement of comprehensive income and statement of changes in funds for the year then ended, and a summary of significant accounting policies and other explanatory information.

The accompanying financial statements reflect only transactions arising from the activities undertaken by The Star Shelter, which is an operating segment of SCWO.

*Management's Responsibility for the Financial Statements*

The management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Charities Act, Cap. 37 and Singapore Financial Reporting Standards, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

*Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation of the financial statements that give a true and fair view 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 entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITORS' REPORT  
SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)  
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(continued)

*Opinion*

In our opinion, the financial statements are properly drawn up in accordance with the provisions of the Charities Act and Singapore Financial Reporting Standards so as to give a true and fair view of the financial position of The Star Shelter as at 31 January 2016 and the financial performance and changes in funds of The Star Shelter for the year ended on that date.

*Report on Other Legal and Regulatory Requirements*

In our opinion, the accounting and other records required by the regulations enacted under the Charities Act to be kept by the Association in respect of The Star Shelter have been properly kept in accordance with those regulations.

During the financial year, the Association did not conduct any fund-raising appeal in respect of The Star Shelter as defined in regulation 6 of the Societies Regulations issued under the Societies Act Chapter 311.

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

- (i) The use of the donation moneys was not in accordance with the objectives of The Star Shelter; and
- (ii) The Star Shelter has not complied with the requirements of regulation 15 (Fund-raising expenses) of the Charities (Institutions of a Public Character) Regulations.



LO HOCK LING & CO.  
PUBLIC ACCOUNTANTS AND  
CHARTERED ACCOUNTANTS SINGAPORE

Singapore, 25 May 2016

# SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)

## THE STAR SHELTER

### Statement of Comprehensive Income for the year ended 31 January 2016

	<u>Notes</u>	<u>2016</u>	<u>2015</u>
		\$	\$
<b><u>INCOME</u></b>			
Bank interest		1,384	1,378
Contributions from dormitory residents		4,145	2,200
Donations			
- non tax deductible		52,640	36,116
- tax deductible		99,216	116,520
Grants from Ministry of Social and Family Development (MSF)		284,183	280,162
Subsidy from National Council of Social Service (NCSS)		35,345	47,006
Thriftshop		86,234	85,072
Sundry income		682	125
		563,829	568,579
<b><u>EXPENSES</u></b>			
Auditors' remuneration		3,959	3,424
Bank charges		443	358
Cleaning services		14,320	8,159
Contract services		1,211	5,226
Depreciation on property, plant and equipment	3	17,878	8,746
Employee benefits expense	4	238,170	227,945
Foreign workers' levy		10,080	5,747
General expenses		4,220	2,580
Groceries		16,067	7,334
Insurance		2,321	2,415
Medical expenses		2,322	2,057
Office transport		2,440	1,808
Postage and courier		35	-
Printing and stationery		2,748	4,306
Refreshments		637	182
Rental of office equipment		2,996	-
Rental of premises	5	96,000	-
Repairs and maintenance		19,474	31,265
Security guard services		58,600	56,200
Skills development levy		497	459
Staff welfare		234	280
Telecommunication expenses		754	300
Training and development		1,621	2,009
Travelling expenses		3,155	400
Utilities		13,263	15,101
		513,445	386,301
Surplus for the year		50,384	182,278
<b><u>Other Comprehensive Income</u></b>			
Contributions to SCWO operating fund		-	( 72,000 )
Net receipts for Rebuild Programme Fund		670	1,249
Other comprehensive income, net of tax		670	( 70,751 )
Total comprehensive income for the year		51,054	111,527

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

**SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)**

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Statement of Financial Position as at 31 January 2016

	<u>Notes</u>	<u>2016</u>	<u>2015</u>
		\$	\$
<b><u>ASSETS</u></b>			
<b><u>Non-Current Asset</u></b>			
Property, plant and equipment	3	<u>36,355</u>	<u>25,160</u>
		<u>36,355</u>	<u>25,160</u>
<b><u>Current Assets</u></b>			
Receivables	6	22,664	19,005
Fixed deposits with financial institutions	7	502,892	501,632
Cash and bank balances		<u>589,539</u>	<u>627,317</u>
		<u>1,115,095</u>	<u>1,147,954</u>
Total Assets		<u>1,151,450</u>	<u>1,173,114</u>
<b><u>FUNDS AND LIABILITIES</u></b>			
<b><u>Restricted Funds</u></b>			
Star Shelter General Fund		1,094,545	1,044,161
Rebuild Programme Fund	8	<u>41,649</u>	<u>40,979</u>
Total Funds		<u>1,136,194</u>	<u>1,085,140</u>
<b><u>Current Liabilities</u></b>			
Payables	9	<u>15,256</u>	<u>87,974</u>
Total Liabilities		<u>15,256</u>	<u>87,974</u>
Total Funds and Liabilities		<u>1,151,450</u>	<u>1,173,114</u>

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

**SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)**

**THE STAR SHELTER**

Statement of Changes in Funds  
for the year ended 31 January 2016

	<u>Restricted Funds</u>		
	<u>Star Shelter General Fund</u>	<u>Rebuild Programme Fund</u>	<u>Total Funds</u>
	\$	\$	\$
Balance as at 1 February 2014	933,883	39,730	973,613
Surplus for the year	182,278	-	182,278
Other comprehensive income	( 72,000 )	1,249	( 70,751 )
Total comprehensive income for the year	110,278	1,249	111,527
Balance as at 31 January 2015	1,044,161	40,979	1,085,140
Surplus for the year	50,384	-	50,384
Other comprehensive income	-	670	670
Total comprehensive income for the year	50,384	670	51,054
Balance as at 31 January 2016	1,094,545	41,649	1,136,194

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



# SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)

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### NOTES TO THE FINANCIAL STATEMENTS - 31 January 2016

The following notes form an integral part of and should be read in conjunction with the accompanying financial statements.

#### 1. GENERAL INFORMATION

- (a) The Star Shelter is a charity registered under the Charities Act Cap. 37 and an Institution of a Public Character. It is an integral part of the Singapore Council of Women's Organisations (SCWO), an association registered under the Societies Act, Cap. 311. Its registered office is located at 96 Waterloo Street Singapore 187967.
- (b) The Star Shelter provides temporary refuge for victims of family violence and others in need of protection, regardless of race, language, creed or religion.

#### 2. SIGNIFICANT ACCOUNTING POLICIES

##### (a) Basis of Preparation

The association presents its financial statements in Singapore dollars, which is also its functional currency.

These financial statements are prepared in accordance with the historical cost convention except as disclosed in the accounting policies below, and comply with Singapore Financial Reporting Standards (FRS), including related Interpretations promulgated by the Accounting Standards Council.

As these financial statements are in respect of The Star Shelter only, the statement of cash flows in accordance with FRS 7 Statement of Cash Flows has not been prepared. Separately, the association has prepared combined financial statements incorporating the results of all operating segments of SCWO, including The Star Shelter, which presents a statement of cash flows of the association as a whole.

During the financial year, the association adopted all the applicable new/revised FRSs which are effective on or before 1 February 2015.

The adoption of these new/revised FRSs did not have any material effect on the association's financial statements and did not result in substantial changes to the association's accounting policies.

##### (b) Significant Accounting Estimates and Judgments

Estimates, assumptions concerning the future and judgments are made in the preparation of the financial statements. They affect the application of the association's accounting policies, reported amounts of assets, liabilities, income and expenses, and disclosures made. They are assessed on an ongoing basis and are based on experience and relevant factors, including expectations of future events that are believed to be reasonable under the circumstances.

# SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)

## THE STAR SHELTER

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### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (b) Significant Accounting Estimates and Judgments (continued)

##### (A) *Key sources of estimation uncertainty*

The key assumptions concerning the future and other key sources of estimation uncertainty at the balance sheet date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

##### *Depreciation on property, plant and equipment*

The costs of property, plant and equipment are depreciated on a straight-line basis over their estimated useful lives. Management's estimates of the useful lives of these property, plant and equipment are disclosed in note 2(g). Changes in the expected usage and technological developments could impact the economic useful lives and the residual values of these assets. Therefore, future depreciation charges could be revised. The carrying amount of property, plant and equipment and the depreciation charge for the year are disclosed in note 3 to the financial statements.

##### (B) *Critical judgments made in applying accounting policies*

In the process of applying the association's accounting policies, the management has made certain judgments, apart from those involving estimations, which have significant effect on the amounts recognised in the financial statements.

##### *Impairment of non-financial assets*

The carrying amounts of the association's non-financial assets subject to impairment are reviewed at each balance sheet date to determine whether there is any indication of impairment. If such indication exists, the asset's recoverable amount is estimated based on the higher of the value in use and the asset's fair value less cost of disposal. Estimating the value in use requires the association to make an estimate of the expected future cash flows from the continuing use of the assets and also to choose a suitable discount rate in order to calculate the present value of those cash flows.

#### (c) FRS and INT FRS not yet effective

The association has not applied any new FRS or INT FRS (Interpretations of Financial Reporting Standards) that has been issued as at the balance sheet date but is not yet effective. The board does not anticipate the adoption of the new FRS and INT FRS in future financial periods to have any material impact on the association's financial statements in the period of initial application.

#### (d) Revenue Recognition

Interest income is recorded on a time-proportion basis, using the effective interest method, unless collectability is in doubt.

Government grants are recognised as income when there is reasonable assurance that the conditions attached to the grants will be complied and the grants will be received.

Donations are recognised in profit or loss upon receipt. Donations and contributions received in connection with events held are matched against the respective event expenditure.

# SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)

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### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (e) Employee Benefits

##### Defined Contribution Plans

The association makes contributions to the state provident fund (Central Provident Fund). Such contributions are recognised as compensation expense in the same period as the employment that gives rise to the contributions.

#### (f) Income Taxes

As a registered charity under the Charities Act, Cap. 37, the income of The Star Shelter is exempt from tax under Section 13(1)(zm) of the Income Tax Act, Cap. 134.

#### (g) Property, Plant and Equipment

All items of property, plant and equipment are initially recorded at cost. The cost of an item of property, plant and equipment is recognised as an asset if, and only if, 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.

Property, plant and equipment are stated at cost less accumulated depreciation and impairment loss, if any.

Any estimated costs of dismantling and removing the property, plant and equipment and reinstating the site to its original condition (reinstatement costs) are capitalised as part of the cost of the property, plant and equipment.

Depreciation is calculated on the straight line basis so as to write off the cost, less the residual value, of the assets over their estimated useful lives. The annual rates of depreciation are as follows:

Office equipment, furniture & fittings	10 years
Office renovations	3 years
Computers	3 years
Air-conditioners	3 years

Fully depreciated assets are retained in the financial statements until they are no longer in use.

The residual values, useful lives and depreciation methods of property, plant and equipment are reviewed and adjusted as appropriate, at each financial year-end.

An item of property, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the assets is recognised in profit or loss in the year the asset is derecognised.

#### (h) Impairment of Non-Financial Assets

The carrying amounts of the association's assets subject to impairment are reviewed at each balance sheet date to determine whether there is any indication of impairment. If such indication exists, the asset's recoverable amount is estimated. An impairment loss is recognised whenever the carrying amount of an asset exceeds its recoverable amount. The recoverable amount is the greater of the asset's fair value less cost of disposal and its value in use. The value in use is the present value of estimated future cash flows expected to arise from the continuing use of the asset and from its disposal at the end of its useful life.

# SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)

## THE STAR SHELTER

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### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (h) Impairment of Non-Financial Assets (continued)

An impairment loss on a non-revalued asset is recognised in profit or loss. An impairment loss on a revalued asset is recognised in other comprehensive income to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same asset. An impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount or when there is an indication that the impairment loss recognised for the asset no longer exists or decreases. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined if no impairment loss had been recognised.

#### (i) Receivables

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less allowance for impairment. Receivables with a short duration are not discounted.

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, an impairment loss is recognised. The amount of the impairment loss is measured as the difference between the carrying value of the receivable and the present value of the estimated future cash flows discounted at the original effective interest rate. The carrying amount of the receivable is reduced directly or through the use of an allowance account. The amount of the loss is recognised in profit or loss.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss shall be reversed either directly or by adjusting an allowance account. The amount of the reversal shall be recognised in profit or loss.

#### (j) Cash and Cash Equivalents

Cash and cash equivalents comprise cash in hand and cash at bank which are subject to insignificant risks of changes in value. Cash equivalents are stated at amounts at which they are convertible into cash.

#### (k) Payables

Payables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method.

**SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)**

**THE STAR SHELTER**

**3. PROPERTY, PLANT AND EQUIPMENT**

<u>Cost</u>	Office equipment, furniture and fittings	Office renovations	Computers	Air- conditioners	Total
	\$	\$	\$	\$	\$
At 1 February 2014	22,777	15,675	3,852	3,548	45,852
Additions	9,107	-	999	-	10,106
At 31 January 2015 and 1 February 2015	31,884	15,675	4,851	3,548	55,958
Additions	2,398	24,770	-	1,905	29,073
At 31 January 2016	34,282	40,445	4,851	5,453	85,031
<u>Accumulated depreciation</u>					
At 1 February 2014	9,427	5,225	3,852	3,548	22,052
Charge for the year	3,188	5,225	333	-	8,746
At 31 January 2015 and 1 February 2015	12,615	10,450	4,185	3,548	30,798
Charge for the year	3,428	13,482	333	635	17,878
At 31 January 2016	16,043	23,932	4,518	4,183	48,676
<u>Carrying amount</u>					
At 31 January 2016	18,239	16,513	333	1,270	36,355
At 31 January 2015	19,269	5,225	666	-	25,160

# SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)

## THE STAR SHELTER

### 4. EMPLOYEE BENEFITS EXPENSE

	<u>2016</u>	<u>2015</u>
	\$	\$
Salaries and related costs	207,757	200,378
Employer's contributions to Central Provident Fund	<u>30,413</u>	<u>27,567</u>
	<u>238,170</u>	<u>227,945</u>

Employee benefits expense includes benefits paid to key management personnel employed by the association as follows:-

	<u>2016</u>	<u>2015</u>
	\$	\$
Short-term employee benefits:		
Salaries and related costs	71,500	66,960
Employer's contributions to Central Provident Fund	<u>11,951</u>	<u>10,714</u>
	<u>83,451</u>	<u>77,674</u>

None of the three highest paid staff received more than \$100,000 in annual remuneration.

### 5. RENTAL OF PREMISES

This relates to the imputed cost for the space occupied by Star Shelter at SCWO premises located at 96 Waterloo Street allocated based on comparable rental rate within the vicinity.

### 6. RECEIVABLES

	<u>2016</u>	<u>2015</u>
	\$	\$
Grant receivable from Ministry of Social and Family Development (MSF)	22,365	17,406
Prepayments	<u>299</u>	<u>1,599</u>
	<u>22,664</u>	<u>19,005</u>

Non-trade receivables are unsecured, non-interest bearing and expected to be received within 6 months.

### 7. FIXED DEPOSITS WITH FINANCIAL INSTITUTIONS

All fixed deposits mature within one year and bear interest at rates ranging from 0.15% to 0.35% (2015: 0.15% to 0.35%) per annum.

**SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)**

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8. REBUILD PROGRAMME FUND

	<u>2016</u>	<u>2015</u>
	\$	\$
Balance at beginning of financial year	40,979	39,730
Funds received	720	1,249
Less: Transportation allowance	( 50 )	-
Balance at end of financial year	<u>41,649</u>	<u>40,979</u>

The Rebuild Programme Fund is set up to help The Star Shelter residents rebuild their homes by giving them rebuild home loans, room rental and transport allowance assistance.

Rebuild home loans disbursed from the Rebuild Programme Fund are non-interest bearing and have no fixed repayment terms. All loans extended to residents are recorded as funds disbursed, while any loan repayments are recorded as funds received.

9. PAYABLES

	<u>2016</u>	<u>2015</u>
	\$	\$
Amount due to SCWO operating fund	-	74,351
Accruals	<u>15,256</u>	<u>13,623</u>
	<u>15,256</u>	<u>87,974</u>

The above payables are unsecured, non-interest bearing and are normally settled within 90 days or on demand.

10. FINANCIAL RISKS MANAGEMENT

The association is exposed to financial risks arising from its operations and the use of financial instruments. The key financial risks are credit risk, liquidity risk and interest rate risk. The board reviews and agrees on policies for managing each of these risks and they are summarised below:

(i) Credit risk

Credit risk is the potential risk of financial loss resulting from the failure of customers or other counterparties to settle their financial and contractual obligations to the association as and when they fall due.

The association's exposure to credit risk arises primarily from receivables. For other financial assets (including cash and cash equivalents), the association minimises credit risk by dealing with high credit rating counterparties.

At the balance sheet date, there was no significant concentration of credit risk. The maximum exposure to credit risk is represented by the carrying amount of each financial asset in the balance sheet.

There are no financial assets that are past due or impaired as at the balance sheet date.

(ii) Liquidity risk

Liquidity risk is the risk that the association will encounter difficulty in meeting financial obligations due to shortage of funds.

# SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)

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### 10. FINANCIAL RISKS MANAGEMENT (continued)

#### (ii) Liquidity risk (continued)

The association monitors its liquidity risk and maintains a level of cash and cash equivalents deemed adequate to finance the association's operations and to mitigate the effects of fluctuations in cash flows.

All financial liabilities of the association are repayable on demand or mature within one year.

#### (iii) Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of the association's financial instruments will fluctuate because of changes in market interest rates.

The association does not have any interest-bearing financial liabilities. Its only exposure to changes in interest rates relates to interest-earning bank deposits. The association monitors movements in interest rates to ensure deposits are placed with financial institutions offering optimal rates of return.

The interest rates and terms of maturity of financial assets of the association are disclosed in note 7 to the financial statements.

### 11. FAIR VALUE OF FINANCIAL ASSETS AND LIABILITIES

The carrying amounts of cash and cash equivalents, fixed deposits with financial institutions, receivables and payables approximate their fair values due to their short term nature.

#### Financial Instruments by Category

The aggregate carrying amounts of financial instruments classified as loans and receivables and financial liabilities at amortised cost are as follows:

	<u>2016</u>	<u>2015</u>
	\$	\$
Loans and receivables	1,114,796	1,146,355
Financial liabilities at amortised cost	15,256	87,974

### 12. RESERVES MANAGEMENT

The association's reserves management objective is to safeguard the association's ability to continue as a going concern and to maintain an optimal reserve in order to support its operations and principal activities.

The association aims to maintain its reserves at a level equivalent to at least 3 times the current annual operating expenses. The association regularly monitors its cash flows and manages its funds to ensure that they are adequate to fulfil continuing obligations.

The Rebuild Programme Fund (note 8) and Star Shelter General Fund are restricted for the operations of this programme only.

The association is not subject to externally imposed reserve requirements.

There were no changes to the association's approach to reserves management since the previous financial year.



**SINGAPORE COUNCIL OF WOMEN'S ORGANISATIONS (SCWO)**

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13. AUTHORISATION OF THE FINANCIAL STATEMENTS

These financial statements were authorised for issue by the SCWO Board on 25 May 2016.

