



2018

ANNUAL REPORT

CLARITY SINGAPORE LIMITED



www.clarity-singapore.org

A Catholic charity that lights the way to mental well-being



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OUR VISION & MISSION

Mission

A Catholic charity that serves persons with mental health issues to live meaningful lives through support, therapy, acceptance and recovery.

Vision

Rebuilding lives, renewing hopes for mental wellness by supporting, caring and facilitating reintegration into the community.

Principles Of Service

As witness to our Catholic faith, we serve:

1. To uphold the dignity of those with mental health issues.
2. To provide relevant information that facilitates choice of participation.
3. To develop Personal and Family Responsibility by tapping on their resources and strengths.
4. To balance long-term improvement with short-term relief.
5. To empower rather than create dependency.

CORPORATE INFORMATION

Clarity Singapore Limited is a Public Company Limited by Guarantee incorporated under the Companies Act (Cap. 50) on 10 October 2010. We are a registered charity with IPC status.

Unique Entity Number (UEN)	201021634E
Company Secretary	Belinda Young
Registered Address	12 Tannery Road, #10-01 HB Centre 1, Singapore 347722
Banker	DBS Bank Limited, 6 Shenton Way, DBS Building Tower One, Singapore 068809
Auditor	Fiducia LLP, 71 Ubi Crescent, Excalibur Centre, #08-01, Singapore 408571
Internal Auditor	Audit Committee
Yishun Office	Block 854 Yishun Ring Road, #01-3511, Singapore 760854
Toa Payoh Office	7A Lorong 8 Toa Payoh, #04-01 Agape Village, Singapore 319264
Telephone	67577990

AT A GLANCE

HOW WE SUPPORTED THE COMMUNITY
IN 2018

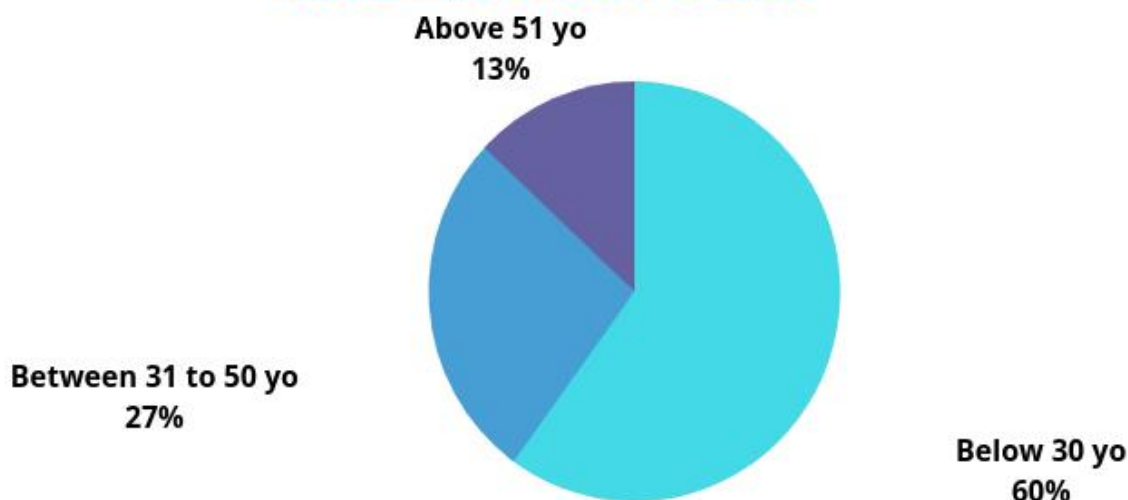
2650 Hours of Psychotherapy

385 Clients supported each month

50 New Clients every month

48 Psychoeducational Workshops and
Public Talks reaching over 2000 people

AGE DISTRIBUTION OF CLIENTS



BOARD MEMBERS



Dr Christopher Cheok
Chairman

Dr Cheok is a Senior Consultant Psychiatrist at the Institute of Mental Health. His past appointments include Clinical Director of the National Addictions Management Service and Head of Psychological Medicine, Khoo Teck Puat Hospital. His extensive experience and high standing in the field of psychological medicine helps us keep our finger on the pulse of national mental health issues, and our work in tandem with the efforts of government and non-profit mental health establishments.



Mr Tan Peng Chin
Vice-Chairman

Peng Chin was the founder, managing director and consultant of Tan Peng Chin LLC until his retirement in 2016. He has been, and still is the independent director of several listed companies in Singapore and overseas. He was a volunteer with the Christian Outreach to the Handicapped and the Roman Catholic Prison Ministry before starting Clarity Singapore in October 2010. He was also a member of the National Cancer Centre Singapore's Institutional Review Board.



Ms Belinda Young
Company Secretary

Voluntary work is very familiar territory for Belinda, having offered her services to a myriad of non-profit organizations for the past ten years. With her extensive accounting experience with both corporate and small businesses here and in Asia, we can trust her to ensure that Clarity's accounting practices are in proper order.

BOARD MEMBERS



Ms Denise Pang

After 15 years of corporate experience in Information Technology and Consulting, Denise switched careers in 2008 to become a professional certified coach. She has worked with over 200 individuals and their teams in middle to senior management levels on leadership, team performance and career development. She brings to the Board and our beneficiaries not only these skills, but also her positive "can do" spirit.



Prof Philip Choo

Professor Choo is the Group Chief Executive Officer of National Healthcare Group. As one of the pioneers of geriatrics in Singapore, he has been pivotal in defining the standards of geriatric care nationwide. It is this pioneering spirit and steadfastness that he brings with him to the Board.



Ms Cynthia Phua

Cynthia has over 30 years of experience in the real estate industry, and is instrumental in the expansion of NTUC FairPrice supermarkets and convenience stores. Having served Singapore as an elected Member of Parliament for 10 years, Cynthia brings her grassroots involvement and experience to aid in our outreach to the people.

BOARD MEMBERS



Mr Peter Lam

Principal and Chief Executive Officer of Temasek Polytechnic with over 10 years in the education sector, Peter has been involved in strategic planning and development of Universities and the Smart Campus Blue Print.



Mr Peter Chan

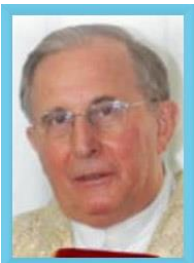
Peter is the founder and managing partner of Crest Capital Asia, and has over 30 years of experience in investment management. He is also a Fellow Member of both the Institute of Singapore Chartered Accountants as well as the Certified Public Accountants of Australia.



Mr Benjamin Yeo

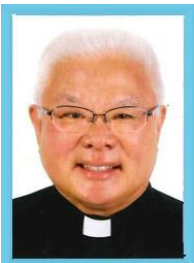
A Senior Social Worker with numerous years of experience in the mental health field, Benjamin has worked with various specialties at the Institute of Mental Health, including at National Addictions Management Service, General Psychiatric Outpatient Clinic and Child & Adolescent Psychiatry.

RELIGIOUS BOARD MEMBERS & SPIRITUAL DIRECTOR



Rev Fr Paul Staes,
CICM

Father Paul served as a missionary priest for over 50 years in several ministries in different countries. Upon his arrival in Singapore, his service spanned 3 parishes – as Chaplin in Nanyang Technological University, Roman Catholic Prison Ministry and former chairman of the Archdiocesan Senate. He is currently the Rector of Congregation of the Immaculate Heart of Mary (CICM) District House.



Rev Dcn Clement Chen

Deacon Clement was Ordained a Permanent Deacon for the Roman Catholic Church by the Archdiocese of Oakland, California in the United States of America. In 2003, he was appointed by His Grace, Archbishop William Goh as the Archdiocesan Financial Administrator. He is also on the Board of Consultors and a permanent Advisor to the Senate of Priests. He serves on the Board of Catholic Foundation, Caritas and ACMI Board of Trustees, Archdiocesan Land & Properties Singapore, Archdiocesan Commission for Diocesan-Religious Partnership, Archdiocesan Finance and Investment Committees.



Sr Linda Lizada,
RC

Sister Linda belongs to the Religious of the Cenacle and has been a religious sister for the past 40 years. She had lived and worked in many countries and her last posting was in Rome, serving as a Councillor in her congregation Generalate for 12 years. Currently based in Singapore, she offers psychospiritual workshops, retreats and provides supervision sessions for the Life Direction Team.



BOARD COMMITTEES

Human Resource

Chair

Cynthia Phua

Members

Denise Pang

Prof Philip Choo

Finance

Chair

Peter Lam

Members

Rev Dcn Clement Chen

Rev Fr Paul Staes

Tan Peng Chin

Audit

Chair

Michael Chye

Members

Belinda Young

Sherraine Chan

Marketing, Public Relations & Fundraising

Chair

Tan Peng Chin

Members

Belinda Young

Peter Chan

Peter Lam

Mental Health Programmes & Services

Chair

Prof Philip Choo

Members

Rev Fr Paul Staes

Benjamin Yeo

OUR HISTORY AND 8 YEARS OF SERVICE TO THE COMMUNITY

Clarity Singapore Limited was registered on 10 October 2010, World Mental Health Day, to address the growing mental health issues in our community.

Commencing counselling services without an established office location presented challenges but were quickly overcome by generous support from Caritas member organisations and churches. We are grateful to Catholic Welfare Services, Blessed Sacrament Church and Church of Our Lady Star of the Sea for offering office space from 2011 to 2013 which enabled us to serve persons with mental health issues.



Prior to our official opening, Clarity provided counselling services at office spaces from Catholic Welfare Services (top left), Blessed Sacrament Church (top right) and Church of Our Lady Star of the Sea (bottom).

OUR HISTORY AND 8 YEARS OF SERVICE TO THE COMMUNITY

On 10 October 2013, with the blessing of Archbishop William Goh, Clarity Singapore opened its first office in Yishun. Our presence in the Northern region allowed us to work closely with Khoo Teck Puat Hospital and Nee Soon Group Representation Constituency, expanding our services to include psychoeducational workshops on mental wellness and mental health literacy.

In September 2015, we opened our second office in Agape Village, bringing our services closer to residents living in the Central district. Utilising the resources available at Agape Village and Yishun, we confidently looked ahead to grow our social mission and vision.



Clarity's official opening at Yishun on 10 October 2013.



Agape Village, a Caritas one-stop help centre that provides integrated and holistic support under one roof

OUR HISTORY AND 8 YEARS OF SERVICE TO THE COMMUNITY

From 2016 to 2018, with a revamped website and new media presence, services were developed to address the needs of youths aged between 18 to 30 showing risks of mental illness, as well as to women suffering from perinatal mood and anxiety disorders.

We launched our Youth Mental Health Initiative called “Your Empowered Self” or the YES! Initiative which provides early prevention, detection, and intervention through individual psychotherapy and our Better and Happier programmes tailored for youths.

We launched our Maternal Mental Health Initiative and were blessed to be supported by Mt Alvernia Hospital with our Maternal Wellness Clinic, our satellite counselling centre located within the hospital premises at Level 1, Medical Centre B.



OUR HISTORY AND 8 YEARS OF SERVICE TO THE COMMUNITY

To cater to the dynamic needs of the community, we launched Singapore's first online Cognitive Behaviour Therapy mood management tool on 10 October 2018. *Mindhealth@claritysg* is an integrated online platform where users complete online assignments, self-reflective journals and mood management charts with support from professional therapists. It offers an alternative self-help avenue for persons suffering from mood disorders in the community who have difficulties arranging centre-based counselling.

With God's blessing, we have continued to comfortably support our non-paying clients through grants and generous public donations. To be accountable to our donors, we have maintained strict Commissioner of Charities governance guidelines on Annual Reports, Financial Statements, Governance Evaluation Checklist and official online information.

We look forward to your continued support and may the Grace of God be with you!



Clarity receiving the Charity Transparency Award for the second consecutive year in 2018.

CODE OF GOVERNANCE

S/N	Code Description	Code ID	Compliance	Remarks
BOARD OF GOVERNANCE				
1	Are there any Board members holding staff appointments?	No		
2	There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.6	Complied	The Chairman of Clarity's Finance Committee shall not serve a term of more than three continuous years.
3	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Complied	
4	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	1.3.1	Complied	The Board meets 5 times and at least four times in each calendar year. The quorum for meeting is at least half the number of directors on the Board.
CONFLICT OF INTEREST				
5	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	Declarations of directorship in other companies is done annually and as and when directors hold new directorship in other companies.

CODE OF GOVERNANCE

S/N	Code Description	Code ID	Compliance	Remarks
6	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
STRATEGIC PLANNING				
7	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	3.1.1	Complied	
8	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	
HUMAN RESOURCE MANAGEMENT				
9	The Board approves documented human resource policies for staff.	5.1	Complied	
10	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
11	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	

CODE OF GOVERNANCE

S/N	Code Description	Code ID	Compliance	Remarks
12	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	Finance Committee reviews adequacy of internal controls. Board is updated monthly on programmes and financial activities.
13	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	Board approves annual budget and receives monthly reports on financial activity and position.
14	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
15	Does the charity invest its reserves?	Yes		
16	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	6.4.4	Complied	Fixed deposits placements for excess funds.
FUNDRAISING PRACTICES				
17	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	

CODE OF GOVERNANCE

S/N	Code Description	Code ID	Compliance	Remarks
DISCLOSURE AND TRANSPARENCY				
18	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	8.1	Complied	Finance Committee reviews adequacy of internal controls. Board is updated monthly on programmes and financial activities.
19	Are Board members remunerated for their Board services?	No		
20	Does the charity employ paid staff?	Yes		
21	No staff is involved in setting his or her own remuneration.	2.2	Complied	Salary remunerations are reviewed by HR Committee.
PUBLIC IMAGE				
22	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	



CODE OF GOVERNANCE

S/N	Code Description	Code ID	Compliance	Remarks
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	Information regarding Clarity Singapore's Board, services, calendar of events and publications of its Annual Reports are available on its website.



CODE OF GOVERNANCE

Funding

1. Caritas Singapore Community Council
 - Annual budget to be submitted annually for grant processing.
 - Funds received from Caritas are used to support services delivered in Yishun and Agape Village.
2. COMIT@North Grant
 - Funds received from Agency of Integrated Care are used to support services delivered in Yishun and Agape Village for Singaporeans / Permanent Residents 18years of age and above.
3. Tote Board Community Healthcare Fund
 - Funds received from Health Promotion Board to support Maternal Mental Health Initiative.
4. Community Foundation of Singapore
 - Funds received to support programmes for youths as part of the YES Initiative.
5. Care & Share Matching Grant
 - Grant received from Care & Share Matching Grants are used for new Initiatives.
6. General Public

Reserve Policy

To establish reserves at level of at least three years of its past two years of average expenditure.



CODE OF GOVERNANCE

Staffing

As at 30 September 2018, there are 12 full-time staff (2017: 12 full-time staff) employed by the Charity.

Future Plans and Commitments

- Development and enhancements to the Youth and Maternal Mental Health Initiative.
- Launch of online mental health tool *Mindhealth@claritysg* in October 2018.
- Improve and enhance delivery of intervention and programme services to the community on mental health related needs.

AUDITED REPORTS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 30 SEPTEMBER 2018

2018	Note	Unrestricted Fund	Restricted Funds	Total Funds
		S\$	S\$	S\$
INCOME				
Income from generating funds		589,726	925,786	1,515,512
Income from charitable activities		19,890	20,915	40,805
Other income		34,376	0	34,376
TOTAL INCOME	4	<u>643,992</u>	<u>946,701</u>	<u>1,590,693</u>
LESS: EXPENDITURE				
Cost of generating funds		11,217	0	11,217
Cost of charitable activities		32,596	573,344	605,940
Governance and other administrative cost		43,214	305,989	349,203
TOTAL EXPENDITURE	4	<u>87,027</u>	<u>879,333</u>	<u>966,360</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>556,965</u>	<u>67,368</u>	<u>624,333</u>