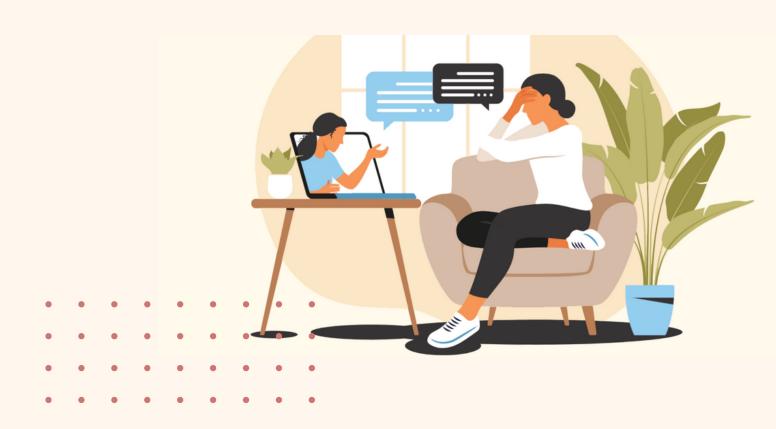


# 2021 ANNUAL REPORT



## CONTENTS

| 01 | Chairman's Message   |
|----|--|
| 02 | About Clarity Singapore                                    |
| 04 | Leadership: Board of Directors & Executive Management Team |
| 10 | 2021 at a Glance   |
| 13 | Our Work: Programme & Event Highlights                     |
| 24 | Clarity in the News  |
| 25 | Looking Ahead  |
| 26 | Financial Summary  |
| 27 | Corporate Governance                                       |
| 32 | Acknowledgements   |
|    |  |

#### CHAIRMAN'S MESSAGE





**Dr Christopher Cheok** Chairman

It has been a wonderful privilege to be part of Clarity's journey since its inception in 2010 and to serve as the Chairman of the Board for four years. I am thankful to our Lord for His guiding hands and blessings upon Clarity and me throughout these years, and for providing us with a dedicated Board and staff.

Clarity commenced counselling services without an established office location and operated from office spaces kindly offered to us by the Catholic Welfare Services, Blessed Sacrament Church and Church of Our Lady Star of the Sea.

By October 2015, we have two permanent offices – one in Yishun and the other at the Agape Village. This would not have been possible without the support and generosity of our partners, grantors and donors. I wish to convey my sincere gratitude to every one of you.

We continue to conduct most of our therapy sessions, workshops and talks virtually. Our clients and participants are now more familiar and comfortable with online sessions.

A 22-year-old client shared that tele-counselling has made it easy for her to connect with her therapist, since the therapist could not see her completely, allowing the client to focus on herself and talk about her problems easily.

In 2021, Clarity was able to serve 1,268 clients through therapy and has organised numerous talks and workshops for the public, centred on recognising signs of mental health issues, techniques on managing mental wellness and supporting peers.

We emphasised the destigmatisation of mental health conditions and the importance of encouraging helpseeking behaviour. A 24-year-old client shared how she came to Clarity Singapore feeling unstable, sad and wanted to escape reality badly.

She said her therapist, Cindy, was patient with her throughout and has helped her better understand her strengths and taught her relaxation techniques to ground herself. She has learned and grown a lot through her therapist's empowerment and support.

Helping clients like her and seeing their determination to achieve recovery continue to inspire us to fulfil our mission.

To widen our reach and deepen our impact, we have launched several new initiatives, which included a "Let's Talk" series on popular social media platforms, "Friends of Clarity Singapore" Telegram and "Thriving in the Pandemic workshops and toolkit to stay relevant.

In November 2021, we also revamped Clarity's website to improve user experience and cybersecurity.

Inside this Annual Report, you will find more about how your ongoing support has enabled us to continue our mission to impact the mental health landscape positively and significantly.

I wish to take this opportunity to express my deepest appreciation to my fellow board members for their leadership and support.

Special acknowledgement to three of my fellow founding board members who will be retiring: Mr Tan Peng Chin, Prof Philip Choo and Ms Belinda Young.

I would also like to welcome Mr Peter Lam who will be taking over the office of Chairman.

I am confident that with God's blessing and continued strength in leadership, Clarity will continue fulfilling its mission to provide the community with much-needed services in the mental health space.

Through God's Grace, we continue to serve.



#### **ABOUT CLARITY SINGAPORE**

Clarity Singapore is a social service organisation that empowers persons with mental health issues to live a meaningful life through personalised support and care, acceptance and inclusivity.

Catering to individuals from all walks of life, we aim to help anyone struggling with mental health conditions arising from anxiety and depression, including trauma, perinatal and postnatal stress, bereavement and loss and relationship and other emotional issues.

We understand that different individuals have different needs. We aim to serve unique needs through our psychotherapeutic care and relevant services, such as one-on-one individualised therapy sessions, group programmes, psycho-educational workshops/talks, collaborations with community and corporate partners and social media outreach engagements, among others.

Clarity Singapore is one of the 28 member organisations tasked with a social mission for the Catholic Church and a company limited by guarantee with IPC status. We are a member of the Singapore National Council of Social Services (NCSS). We also partner with the Agency for Integrated Care (AIC), Khoo Teck Puat Hospital (KTPH) THRIVE and Institute of Mental Health (IMH) to deliver community mental health interventions for the Northern region of Singapore.

#### **Our Vision**

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

#### **Our Mission**

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

#### **Our Principles of Services**

| As a witness to our Catholic faith, we serve:   |
|---|
| To uphold the dignity of those with mental health issues.                                 |
| To provide relevant information that facilitates the choice of participation.             |
| To develop Personal and Family Responsibility by tapping on their resources and strengths |
| To balance long-term improvement with short-term relief.                                  |
| To empower rather than create dependency.   |
|   |



#### ABOUT CLARITY SINGAPORE

#### **Organisational 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 : Ms Belinda Young Hsien Lin

(Term: 10 October 2010–30 September 2021)

Mr Lim Keok Kung Freddy (Appointed on 1 October 2021)

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

Yishun Office Address : Block 854 Yishun Ring Road, #01-3511, Singapore 760854

Toa Payoh Office Address : 7A Lorong 8 Toa Payoh, #04-01 Agape Village, Singapore 319264

Telephone : +65 6757 7990

#### **Board of Directors: Members of the Board**



DR CHRISTOPHER CHEOK
Chairman



MR JOSEPH TAN
Vice-Chairman



MS BELINDA YOUNG Company Secretary & Board Member



MR BENJAMIN YEO
Board Member



REV DEACON
CLEMENT CHEN
Board Member



MS CYNTHIA PHUA
Board Member



MS ELIZABETH CHIA
Board Member



MR JEROME YUEN Board Member



SR LINDA LIZADA, rc Spiritual Director



REV FR PAUL STAES
Board Member



MR PETER CHAN
Board Member



MR PETER LAM
Board Member



PROF PHILIP CHOO
Board Member



DR THERESA LEE
Board Member



### **Board of Directors: Members of the Board (cont'd)**

| Name                               | Current Appointment/<br>Board Appointment<br>Date      | Occupation  | Past Charity Board<br>Appointments                    |
|------------------------------------|--|---|---|
| Dr Christopher<br>Cheok Cheng Soon | Chairman<br>10 October 2010                            | Senior Consultant<br>Dept. of Forensic Psychiatry<br>Institute of Mental Health | Chairman<br>1 October 2017 -<br>15 January 2018       |
| Mr Joseph Tan Peng Chin            | Vice Chairman<br>10 October 2010                       | Managing Director & Consultant of Tan Peng Chin LLC                             | Chairman<br>10 October 2010 -<br>30 September 2017    |
| Ms Belinda<br>Young Hsien Lin      | Company Secretary<br>& Board Member<br>10 October 2010 | Accountant  | Finance Chair<br>10 October 2010 -<br>9 October 2014  |
| Mr Benjamin<br>Yeo Yul Chuan       | Board Member<br>12 September 2017                      | Associate Lecturer at Singapore<br>University of Social Science                 | -   |
| Rev Deacon<br>Clement Chen Kim Hin | Board Member<br>16 August 2018                         | Clergy, Catholic Archdiocese of<br>Singapore                                    | -   |
| Ms Cynthia<br>Phua Siok Gek        | Board Member<br>22 March 2012                          | Corporate Consultant and<br>Businesswoman                                       | Finance Chair<br>10 October 2014 -<br>15 January 2018 |
| Ms Elizabeth Chia Wei Ling         | Board Member<br>1 August 2021                          | Assistant General Counsel of<br>Collins Aerospace, Singapore                    | -   |



#### **Board of Directors: Members of the Board (cont'd)**

| Name                     | Current Appointment/<br>Board Appointment<br>Date | Occupation  | Past Charity Board<br>Appointments                      |
|--------------------------|---|---|---|
| Mr Jerome Yuen Ka Lok    | Board Member<br>1 August 2021                     | Social Service Sector Consultant  | -   |
| Fr Paul Staes            | Board Member 23 March 2017  Missionary Priest     |   | -   |
| Mr Peter Chan Pee Teck   | Board Member<br>12 September 2017                 | Founder & Managing Partner of Crest Capital Asia                          | -   |
| Mr Peter Lam Kok Wai     | Board Member<br>12 September 2017                 | Principal & Chief Executive Officer<br>(PCEO) of Temasek Polytechnic      | Finance Chair<br>16 January 2018 -<br>30 September 2021 |
| Prof Philip Choo Wee Jin | Board Member<br>10 October 2010                   | Group Chief Executive Officer of National Healthcare Group                | -   |
| Dr Theresa Lee Mei Ying  | Board Member<br>1 August 2021                     | Senior Counsultant Psychiatrist<br>at KK Women's & Children's<br>Hospital | -   |

Due to the circumstances brought about by COVID-19, four founding members were retained for an additional year to provide continued guidance, while new members joined the board in August 2021.



#### **Board of Directors: Board Committees**

| Committees                                      | Members   | Appointment  |
|---|---|--|
| HUMAN RESOURCES                                 | Ms Cynthia Phua Siok Gek<br>Prof Philip Choo Wee Jin  | 16 January 2018<br>16 January 2018                                       |
| MARKETING,<br>PUBLIC RELATIONS &<br>FUNDRAISING | Ms Belinda Young Hsien Lin<br>Mr Joseph Tan Peng Chin<br>Mr Peter Chan Pee Teck<br>Mr Peter Lam Kok Wai | 16 January 2018<br>16 January 2018<br>16 January 2018<br>16 January 2018 |
| MENTAL HEALTH PROGRAMMES & SERVICES             | Mr Joseph Tan Peng Chin<br>Fr Paul Staes<br>Prof Philip Choo Wee Jin                                    | 16 January 2018<br>16 January 2018<br>16 January 2018                    |
| <u>FINANCE</u>                                  | Mr Joseph Tan Peng Chin<br>Fr Paul Staes<br>Mr Peter Lam Kok Wai  | 16 January 2018<br>16 January 2018<br>16 January 2018                    |
| <u>AUDIT</u>                                    | Ms Belinda Young Hsien Lin<br>Mr Michael Chye<br>Ms Sherraine Chan                                      | 16 January 2018<br>16 January 2018<br>16 January 2018                    |



#### **Board of Directors: Role of the Board**

The attendance of the Board of Directors meetings (online) during the Financial Year 2020/2021 is as follows:

| BOARD MEMBER                   | ATTENDANCE |
|--------------------------------|------------|
| Dr Christopher Cheok Cheng Soo | 5/5        |
| Mr Joseph Tan Peng Chin        | 5/5        |
| Ms Belinda Young               | 5/5        |
| Mr Benjamin Yeo                | 4/5        |
| Deacon Clement Chen            | 4/5        |
| Ms Cynthia Phua Siok Gek       | 3/5        |
| Ms Elizabeth Chia*             | 1/1        |
| Mr Jerome Yuen*                | 1/1        |
| Rev Fr Paul Staes              | 4/5        |
| Mr Peter Chan                  | 5/5        |
| Mr Peter Lam                   | 5/5        |
| Prof Philip Choo Wee Jin       | 4/5        |
| Dr Theresa Lee*                | 1/1        |
|                                |            |

<sup>\*</sup>Appointed on 1 August 2021

The roles of the Board Chairman and Executive Director are kept separate for independence in their respective spheres of decision-making. Board members render their service voluntarily and are consequently, not remunerated.

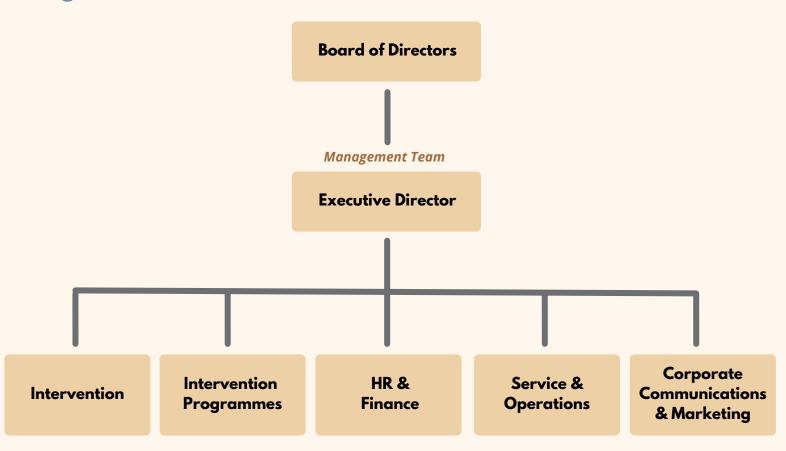
Clarity Singapore has no key management staff with an annual remuneration exceeding SGD100,000.00. A copy of the full audited financial statements can be viewed online at www.clarity-singapore.org.



#### **Executive Management Team**

| Name                     | Title                                   | Appointment      |
|--------------------------|---|------------------|
| Mr Joachim Toh Wen Keong | Exeuctive Director                      | 2 November 2020  |
| Dr Goh Ci Ping           | Clinical Psychologist<br>(Intervention) | 11 February 2019 |
|                          | Senior Finance & HR                     | 4.5.1            |
| Ms Agnes Siow Lay Hong   | Manager                                 | 1 February 2016  |

#### **Organisational Structure**



#### **2021 AT A GLANCE**

**Our Impact** 

**NUMBER OF** CLIENTS SERVED 1,268

**NUMBER OF NEW CLIENTS** 

856

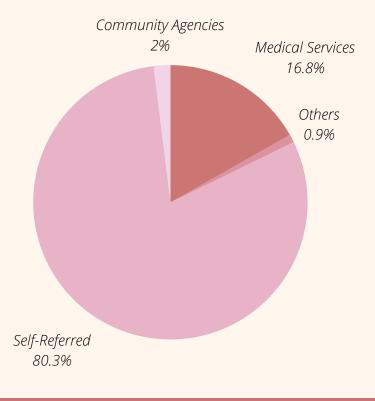
89.70%

**CLIENTS ACHIEVED AT LEAST 1** THERAPEUTIC GOAL

**TOTAL NUMBER OF** SESSIONS CONDUCTED

5,945

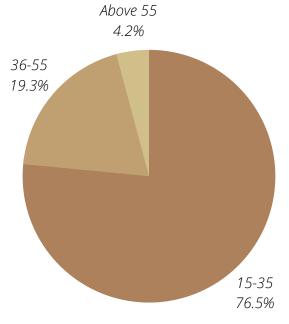


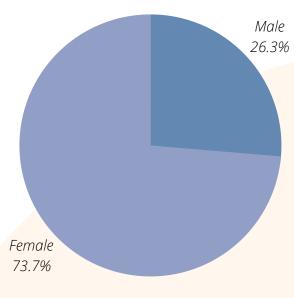


**REFERRAL SOURCES** 

## **2021 AT A GLANCE**

#### **Our Clients' Demographics**



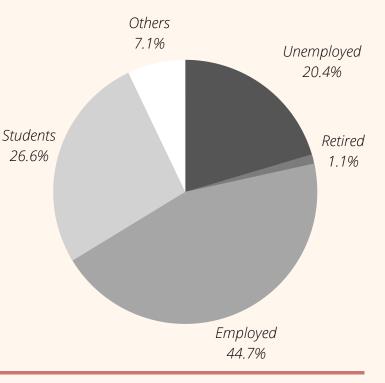


#### **EMPLOYMENT STATUS**

48.1% of our clients were students, unemployed individuals & retirees.



#### **GENDER**



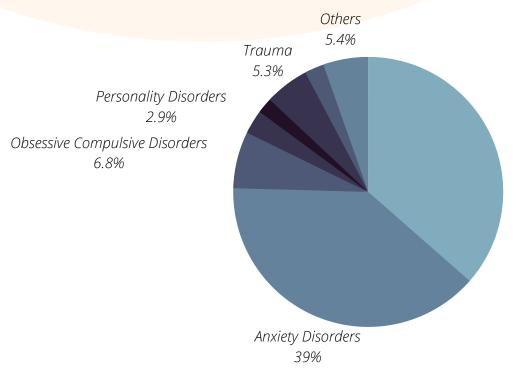
#### **2021 AT A GLANCE**

#### **Our Clients' Mental Health Conditions**



TYPES OF MENTAL HEALTH CONDITIONS SEEN

Mood & Anxiety Disorders made up 75.5% of our clients' conditions.



Depressive/Mood Disorders 36.5%

#### **Families Unite Against OCD**

This is an online support group for caregivers whose loved ones are diagnosed with Obsessive-Compulsive Disorder (OCD).

In collaboration with OCD Network, we arranged for the group to meet once a month to learn more about various relevant topics and interact with one another.





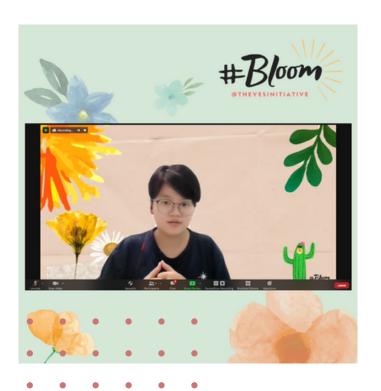
#### **UPLif Workshops**

We ran a series of 4 individual workshops that focused on increasing one's mental well-being. The workshop topics included: self-care and sleep hygiene; managing thoughts and emotions; love languages; and values and purpose.

About 140 participants attended these sessions.

#### **#bloom Sessions**

We organised an 8-session psychoeducational group programme, targeted at youths aged 17-24 years old. These sessions touched on socioemotional topics, improvement in self-awareness, self-management, and forming and improving quality in relationships.





#### #bloom with TP

In September 2021, we held a special edition of our #bloom session in collaboration with Temasek Polytechnic.



## Breathing Space Programme (Group)

We organised an 8-session group therapy programme, designed to provide participants with sufficient knowledge and skills to manage their thoughts, emotions and behaviours relating to anxiety.



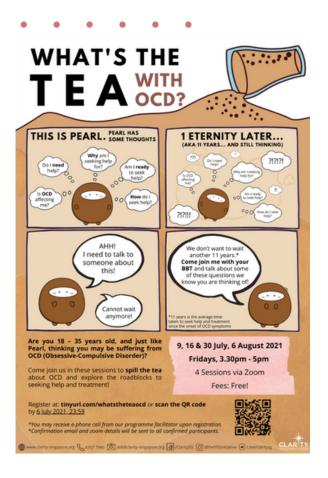


## In Your Hands Sessions & Gatherings

"In Your Hands" is a community for individuals on their journey to recovery from Obsessive-Compulsive Behaviour Disorder (OCD). The participants attended group sessions with peers as well as gathered monthly to participate in meaningful activities.

#### **Being BRAVE Chats**

These chat sessions are an extension of our inaugural BRAVE Festival 2020. We aimed to continue spreading the message of mental health in the Catholic youth space through a series of these authentic BRAVE CHATS.





## What's the Tea with OCD? Programme

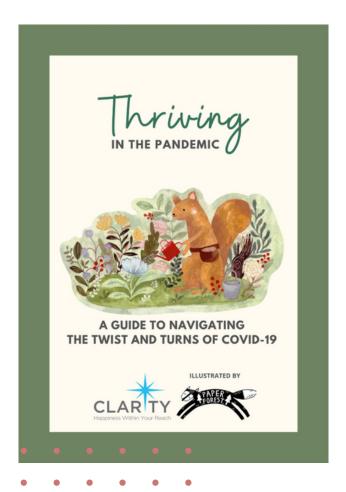
This is a psychosocial programme which aimed to:

- Bridge the gap between understanding OCD and seeking help by identifying and overcoming possible barriers to treatment; and
- Provide a safe and non-judgmental space for individuals with symptoms of OCD to connect with others with a similar condition to share challenges, ideas and learn from their experiences.

### Thriving in the Pandemic Workshops

This series of workshops was held from July to September, covering pandemic-related topics, such as coping with pandemic fatigue, locus of control, effective communication and adaptability.

We had about 60 attendees for these 3 runs.





## Commemoration of World Mental Health Day

In October 2021, we organised a series of virtual workshops to commemorate World Mental Health Day. These workshops were targeted at different groups:

- Adults: Seeking Help Through Therapy
- Parents: Youths' Mental Health for Parents
- Youths: Peer Support for Youths
- Expectant Mothers: Coping with Transitions and Self-Care for New Mums

About 200 attendees joined us for these workshops.



#### **Clarity Christmas Specials**

We explored the Advent themes of love, peace, hope and joy in our programmes.

Our special events included:

- Hang Out: Love & Peace workshop that focused on self-compassion
- Let's Talk: Christmas Special IG live session on Christmas card-making and conversations on the topics of hope and joy





## Hang Out for Youths & Adults (Monthly)

Through "Hang Out", we aimed to create a platform for persons with mental health conditions, or at-risk of, to gather and socialise through pleasurable and meaningful activities.

During these monthly sessions, participants gathered to engage in a variety of activities, such as games, exercise, arts and crafts, workshops, discussions and sharings.





#### Let's Talk Series (Monthly)

The series aimed to deliver bite-sized mental health contents that are timely, accurate and appropriate for our social media platforms.

Targeted at young people aged 18-34 years old, our "Let's Talk" Series engaged both persons in need and their caregivers through a series of psychoeducational posts and live sessions.

Since its launch in March 2021, it has covered topics, such as stress, self-care, imposter syndrome and men's mental health.



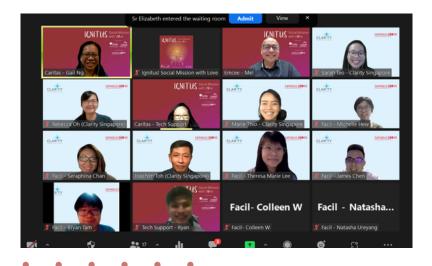


#### **CDAC Workshops**

We organised 2 workshops for the students under the CDAC programmes: Understanding Stress (Workshop 1) and Supporting Someone in Distress (Workshop 2). The topics for the workshops included signs and symptoms of stress, stress management plan, understanding youth mental health landscape in Singapore, strategies for supporting someone and more.

#### **NSSWC Mental Wellness Workshop**

We conducted an introductory mental wellness workshop for the Nee Soon South Mental Well-being Committee members. Our facilitator introduced the mental health landscape, providing insights into common mental health conditions, help-seeking pathways and various mental health resources available in the community. We also shared about the different types of mental health treatments and the hopes and challenges of recovery.



#### **Caritas Workshop**

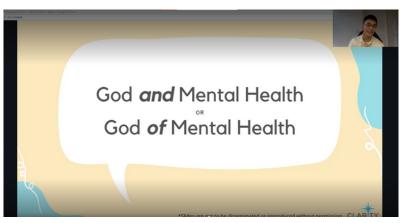
In this workshop, "Mental Health in Our Church Spaces", we introduced participating church leaders to the mental health landscape in Singapore and shared the importance of mental health in relation to our Catholic faith. We also equipped them with mental health knowledge and resources.

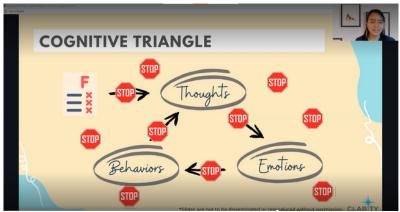
The leaders shared their personal experiences/encounters with mental health in the church space and discussed how they can collectively spread the importance of mental health.

## **Church of Divine Mercy Sessions**

2 sessions were held to introduce mental health, in the context of our faith, to youths, leaders and catechists. The workshops covered the youth mental health landscape in Singapore, the signs and symptoms of depression as well as anxiety and mental health resources.

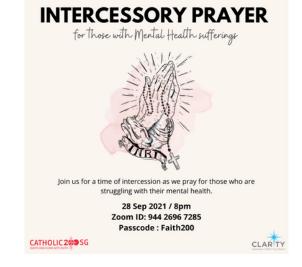
The session for the youths included sharing strategies and tips to better manage thoughts, emotions and responses with a short reflection time. Whereas, the leaders' session dived deeper into emotional health with faith-based content.

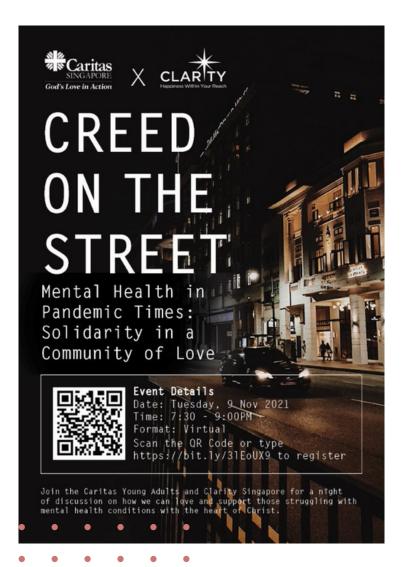




#### Catholic200SG: Intercessory Prayer

A prayer session was held on 29 September 2021, in conjunction with Catholic200SG, to pray for those struggling with their mental health. There were over 100 attendees.





#### **Creed on the Streets**

A collaborative event with Caritas Young Adults (CYA) was held on 9 November 2021. Being BRAVE volunteers gave a presentation on the youth mental health landscape in Singapore, guided by Clarity Singapore staff

CYA gave a presentation on mental health in light of Catholic Social Teaching. There were also breakout rooms and a short discussion on mental health and faith in our lives, led by CYA.



#### **CLARITY IN THE NEWS**

Mt Alvernia: My Alvernia Magazine Issue #44 60th Anniversary Issue, April 2021

Article on "Building Resilience" by Ms Charley Joyce, Senior Counsellor (Clarity Singapore) https://mtalvernia.sg/publication/60-anniversaryissue/

Mt Alvernia: My Alvernia Magazine Issue #45, September 2021

**Article on "10 Healthy Habits for Preventing** Clinical Anxiety" by Ms Tan Ming Chin, **Counselling Psychologist (Clarity Singapore)** https://mtalvernia.sg/publication/issue-45/



### **Building Resilience**

These trying times have triggered a mental health crisis worldwide. Charley Joyce, Senior Counsellor, Clarity Singapore Pte Ltd, shares insights into ways in which we can build our resilience.

WHAT EXACTLY IS RESILIENCE?
Charley describes mental and emotional resilience as the ability to adapt and move forward in a constructive way when faced with adversity, trauma, tragedy, threats, or significant sources of stress. In other words, it is the ability to bounce back from difficult emperiorizes.

Charley shared some common characteristics of resilient people.

Physical Elements
Physical strength, energy and vitality are
often seen in resilient people. If you are
physically healthy, you are more likely
to be able to cope and adapt in stressful
situations.

A sense of humour is a great asset. Seeing the furny side of a stressful situation can trigger a shift in perspective that transforms a threat into a challenge.

## 10 Healthy Habits for

Everyone worries about something sometimes. But some people feel anxious all of the time. Ms Tan Ming Chin, Counselling Psychologist, Clarity Singapore, explains the difference between normal and clinical anxiety, and how to keep the latter at bay.

ANOUTY IN SNCAPORE: The Singapore Mental Health Study initiated in 2016 by Institute of Mental Health (MMH, Ministry of Health (MOH) and Nanyang Technological University (NTU) revealed that one in seven persons in Singapore has a lifetime prevalence of a mental disorder. One in 62 persons would develop generalised anxiety disorder, and that is only one of the many subtypes of anxiety disorders identified so far. Ms Tan shared that it is also not uncommon to see clients carry severe anxiety symptoms, though diagnosed with another condition.

"Clinical anxiety manifests easily, for infinite reasons," said Ms Tan. "It is important to acknowledge that anxiety is a normal state of emotion. In life, we will all have arxious moments. However, regular anxiety is fleeting while clinical anxiety can persist for days, months and even years, in

Persistent worrying, finding it difficult to relax, and constantly fearing that 'something bad' will happen, are among

Ms Tan emphasises the fact that clinical anxiety does not discriminate. It can afflict anyone, including highly successful and intelligent leaders and articulate young people with apparently bright futures. They may or may not have family members

distress, it is important to remember that it is never your fault," said Ms Tan. "At times it does feel like life can push us dangerously close to the edge. However the good news is that you can actively build better 'mental immunity'. It does not mean that you will never faiter, but rather

ISSUE 45 My Alvernia | 43





#### LOOKING AHEAD

#### **Our Commitment**

We serve to empower individuals and communities to reach their full potential by meeting unique mental health-related needs through quality, ethical, inclusive and personalised intervention and programme services.

#### **Programme and Event Plans**

#### **Enhancement of Existing Programmes**

To better serve the needs of our participants, our UPlif workshops, aimed to increase one's mental well-being, will focus on helping our participants understand emotions and manage moods. New topics will include the introduction to emotions, managing depression and anxiety, improving interpersonal relationships and more.

This change was made in consideration of the feedback from past participants and the relevance of these topics to our target age group of 35 years and older.

#### **New Programmes and Initiatives**

- Project Polaris. Volunteers will be trained to help conduct mental health assessments for our clients.
- Peer Support Programme. To provide opportunities for persons who have recovered from their mental challenges to support peers who are struggling with mental health issues.

#### **Fundraising Plans**

We planned to organise four virtual fundraising activities during:

- 1.Lent
- 2. Annual Fundraising Event (mid-year)
- 3. World Health Mental Day
- 4. Christmas

Our fundraising activities will be implemented mainly through Clarity Singapore's online and social media platforms as well as an affiliate website, Giving.sg.

#### **Expenditure Plans**

The funds collected will be used to cover:

- Event management costs
- Costs of charitable activities, including programme costs
- Governance and administrative costs



## Statement of financial activities for the financial year ended 30 September 2021

|  | Unrestricted<br>Fund | Restricted<br>Funds | Total<br>Funds |
|--|----------------------|---------------------|----------------|
| 2021                                     | S\$                  | S\$                 | S\$            |
| INCOME                                   |                      |                     |                |
| Income from generating funds             | 600,190              | 915,240             | 1,515,430      |
| Income from charitable activities        | 24,455               | 78,270              | 102,725        |
| Other income                             | 157,421              | 0                   | 157,421        |
| TOTAL INCOME                             | 782,066              | 993,510             | 1,775,576      |
| LESS: EXPENDITURE                        |                      |                     |                |
| Cost of charitable activities            | 140,644              | 679,400             | 820,044        |
| Governance and other administrative cost | 302,637              | 240,810             | 543,447        |
| TOTAL EXPENDITURE                        | 443,281              | 920,210             | 1,363,491      |
| SURPLUS/(DEFICIT) FOR THE                |                      |                     |                |
| FINANCIAL YEAR                           | 338,785              | 73,300              | 412,085        |

For details of our financial statements, please refer to our website **www.clarity-singapore.org/annual-report/** 



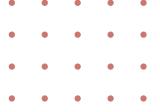
#### **Code of Governance**

| S/N   | Code Guideline  | Code<br>ID | Response<br>(select whichever<br>is applicable) | Explanation<br>(if Code guideline<br>is not complied<br>with) |  |  |
|-------|---|------------|---|---|--|--|
| BOARD | BOARD GOVERNANCE  |            |   |   |  |  |
| 1     | Induction and orientation are provided to incoming governing board members upon joining the Board.  | 1.1.2      | Complied  |   |  |  |
|       | Are there governing board members holding staff appointments? (skip items 2 and 3 if "No")  |            | No  |   |  |  |
| 4     | The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years.  If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity. | 1.1.7      | Complied  |   |  |  |
| 5     | All governing board members must submit themselves for renomination and re-appointment, at least once every 3 years.  | 1.1.8      | Complied  |   |  |  |
| 6     | The Board conducts self evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter.   | 1.1.12     | Complied  |   |  |  |
|       | Is there any governing board member who has served for more than 10 consecutive years? (skip item 7 if "No")  |            | Yes   |   |  |  |
| 7     | The charity discloses in its annual report the reasons for retaining Board member(s) who have served for more than 10 consecutive years.  | 1.1.13     | Yes   |   |  |  |
| 8     | There are documented terms of reference for the Board and each of its committees.   | 1.2.1      | Complied  |   |  |  |



#### **Code of Governance (cont'd)**

| CONFL                                      | ICT OF INTEREST  |       |          |  |
|--|--|-------|----------|--|
| 9  | There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.                                       | 2.1   | Complied |  |
| 10   | Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.   | 2.4   | Complied |  |
| STRATE                                     | EGIC PLANNING  |       |          |  |
| 11   | The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.  | 3.2.2 | Complied |  |
| HUMAI                                      | N RESOURCES AND VOLUNTEER MANAGEMENT   |       |          |  |
| 12   | The Board approves documented human resource policies for staff.   | 5.1   | Complied |  |
| 13   | There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board.   | 5.3   | Complied |  |
| 14   | There are processes for regular supervision, appraisal and professional development of staff.  | 5.5   | Complied |  |
|  | Are there volunteers serving in the charity? (skip item 15 if "No")  |       | Yes      |  |
| 15   | There are volunteer management policies in place for volunteers.   | 5.7   | Complied |  |
| FINANCIAL MANAGEMENT AND INTERNAL CONTROLS |  |       |          |  |
| 16   | There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes. | 6.1.1 | Complied |  |
| 17   | The Board ensures that internal controls for financial matters in key areas are in place with documented procedures.   | 6.1.2 | Complied |  |
|  |  |       |          |  |



### **Code of Governance (cont'd)**

| FINAN  | CIAL MANAGEMENT AND INTERNAL CONTROLS (cont'd)   |       |          |  |
|--------|--|-------|----------|--|
| 18     | The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted. | 6.1.3 | Complied |  |
| 19     | The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks.                 | 6.1.4 | Complied |  |
| 20     | The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.                    | 6.2.1 | Complied |  |
|        | Does the charity invest its reserves (e.g. in fixed deposits)? (skip item 21 if "No")  |       | Yes      |  |
| 21     | The charity has a documented investment policy approved by the Board.  | 6.4.3 | Complied |  |
| FUNDR  | AISING PRACTICES   |       |          |  |
|        | Did the charity receive cash donations (solicited or unsolicited) during the financial year? (skip item 22 if "No")              |       | Yes      |  |
| 22     | All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.            | 7.2.2 | Complied |  |
|        | Did the charity receive donations in kind during the financial year? (skip item 23 if "No")                                      |       | No       |  |
| DISCLO | SURE AND TRANSPARENCY  |       |          |  |
| 24     | The charity discloses in its annual report —  (a) the number of Board meetings in the financial year; and                        | 8.2   | Complied |  |
|        | (b) the attendance of every governing board member at those meetings.  |       |          |  |
|        | Are governing board members remunerated for their services to the Board? (skip items 25 and 26 if "No")                          |       | No       |  |
|        | Does the charity employ paid staff? (skip items 27, 28 and 29 if "No")   |       | Yes      |  |
| 27     | No staff is involved in setting his own remuneration.  | 2.2   | Complied |  |
|        |  |       |          |  |



#### **Code of Governance (cont'd)**

| DISCLO | SURE AND TRANSPARENCY (cont'd)   |     |          |  |
|--------|--|-----|----------|--|
| 28     | The charity discloses in its annual report —  (a) the total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity's subsidiaries) exceeding \$100,000 during the financial year; and  (b) whether any of the 3 highest paid staff also serves as a governing board member of the charity.  The information relating to the remuneration of the staff must be presented in bands of \$100,000.  OR  The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.   | 8.4 | Complied |  |
| 29     | The charity discloses the number of paid staff who satisfies all of the following criteria:  (a) the staff is a close member of the family belonging to the Executive Head or a governing board member of the charity;  (b) the staff has received remuneration exceeding \$50,000 during the financial year.  The information relating to the remuneration of the staff must be presented in bands of \$100,000.  OR  The charity discloses that there is no paid staff, being a close member of the family belonging to the Executive Head or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year. | 8.5 | Complied |  |
| PUBLIC | IMAGE  |     |          |  |
| 30     | The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.   | 9.2 | Complied |  |



#### **Funding**

Caritas Singapore Community Council

An annual budget is submitted annually for grant processing. The funds from Caritas Singapore supported services delivered in Yishun and at the Agape Village (Toa Payoh).

COMIT@North Grant and COMIT@Central

The funds from the Agency of Integrated Care (AIC) supported services delivered in Yishun and at the Agape Village (Toa Payoh) for Singaporeans and Permanent Residents aged 18 years old and above.

Community Foundation of Singapore

The funds supported programmes for youths as part of Clarity Singapore's YES Initiative.

Bicentennial Community Fund

Donations to Clarity Singapore will be matched dollar-for-dollar through the Bicentennial Community Fund (BCF).

General Public

#### **Reserve Policy**

To establish reserves at a level of at least three years of the past two years' average expenditure.

#### **Staffing**

As of 31 September 2021, there are 22 full-time staff (2021: 17 full-time staff) employed by Clarity Singapore.





#### **Thank You!**

Our achievements were made possible because of your generous contributions, support, guidance and prayers. It is a privilege to partner with you.

Agency for Integrated Care mbrace Singapore

Care & Share Matching Grant Ho Bee Foundation

Caritas Singapore T-Touch (*Temasek's staff volunteer initiative*)

Charity Council SCHOPE

COMIT@North Grant Project nbwu

COMIT@Central Grant Ms Cynthia Phua

Community Foundation of Singapore Mr Nicholas Joo

Institute of Mental Health Mr Lim Feng Philip

Khoo Teck Puat Hospital Mr Chan Boon Kheng

Ministry of Health Ms Serena Koh

Ministry of Social and Family Development Ms Goh Guat Nee Joey

National Council of Social Service Mr Wong Hein Jee

OCD Network Mr Benjamin Foo

Mount Alvernia Hospital

#### **Programme Partners:**









### **GET INVOLVED!**

Looking to make an impact in the mental health landscape in Singapore and be a blessing to individuals struggling with mental health conditions?

Here's how you can partner with us in this mission!

#### Make a **Donation**

We help beneficiaries who are suffering from mental health conditions and need donations for one-on-one therapy sessions, group programmes and psycho-education workshops/talks. Your donation is greatly appreciated and will help us to reach out to more mentally distressed individuals and empower them to overcome their challenges and lead meaningful lives.

#### **Be Our Corporate Partner**

Work with us to give your staff or other individuals the best opportunities in the area of mental wellness.

#### Volunteer

Our volunteers are our extended hand and significant contributors to the success of our clients' recovery journey. We welcome you to join our team of vibrant and like-minded volunteers.

We also offer <u>internship</u> opportunities.

#### **Stay Connected with Us**

Connect with us on social media and subscribe to our mailing list for the latest on the meaningful work we are doing at Clarity Singapore and the life-transforming opportunities available for you.

For more ways to get involved, email ask@clarity-singapore.org or call +65 6757 7990.





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