

2013/14 Annual Report



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Brief Introduction to Home Nursing Foundation

The Home Nursing Foundation (HNF) provides home-nursing care, home-medical care, physical therapy and social services to patients in their own homes. These services are reinforced through its Innovation and Call Centre, providing expert advice to patients and caregivers. For those in need, we coordinate the support of a dedicated group of donors and volunteers.

HNF was registered as a voluntary welfare organisation (VWO) on 2 October 1976 and as an Exempt Charity under the Charities Act on 20 December 1982. At that time, HNF was set up under the Ministry of Health to address the urgent need for cost-effective home-nursing services to serve the large numbers of citizens coping with ailments living in the rural areas. Since September 1996, we are a member of the Health Endowment Fund, a gazetted Institution of Public Character (IPC) administered by the Ministry of Health.

Our Mission

We aim to provide high quality, comprehensive and affordable nurse-led home healthcare services. We will do this through care-coordination, caregiver training and education. We will deliver our services to the best of our ability, with compassion and respect, and in a caring and professional manner.

Our Vision

To be Singapore's leading home healthcare charity providing quality, accessible and comprehensive care.

Our Core Values

Compassion

We will offer empathy and heartfelt compassion to our patients.

Professionalism

We will render our services and fulfil our duties with utmost professionalism and integrity for the benefit of our patients.

Prudence

We will extend cost effective and where necessary, subsidised services to our patients.

Teamwork

We will form alliances with strategic partners to provide holistic home-nursing and home-healthcare services.

Community Involvement

We will garner the support of the community and nurture the relationship with stakeholders to fulfil our mission.

Charity Status

HNF was registered as an Exempt Charity of the Charities Act with The Commissioner of Charities on 20 December 1982.

Charity Registration Number

S344/82

ROS Registration Number

152/76

Institution of Public Character

A member of Health Endowment Fund

Effective Date

29 December 1999

Registered Address

93 Toa Payoh Central, #07-01 Toa Payoh Central Community Building, Singapore 319194

Honorary Solicitor

WongPartnership LLP

Banker

OCBC Bank

Auditor

Foo Kon Tan Grant Thornton LLP

President's Review



2013 has been another busy year at the HNF. We were the beneficiary of increases in government funding, which increases enabled us to push ourselves harder and secure better outcomes for our patients and their carers. We broadened the scope of our services and raised the standard of those services. We recruited more nurses, attended to more patients, upgraded our technology systems and reached out to more partners. And we were able to better compensate our staff and put more staff on further training and further education programmes. Having established ourselves as a home-nursing organisation of excellence, we are committed to reinforcing our standing as the leading home-nursing healthcare organisation for the long-term. Our 2013/2014 year-end financial position of total funds \$23,680,848 and investments of \$17,498,901 provides a sound platform from which we can continue to meet our commitments.

In the spirit of the independent healthcare charity that we are, the whole team of staff at HNF continues to be the bedrock of what we do for our patients. All our staff are recognised as individuals, valued for the contributions they make, and have equal access to training, reward, and progression opportunities at HNF. I am grateful to the staff for everything that they do, especially those who deputise willingly or go the extra mile when we need them.

Patient Care

Nursing in the home is unlike nursing in a hospital setting and comes with its own set of challenges. Home-nursing is about seeing to patients in their own homes, where each home is uniquely laid out, and where patients may or may not have access to carers, be they family members or other

helpers. Our nurses value the uniqueness of each patient and understand the complexity of care within the home. Our patients can be broadly divided into two categories: those who are just discharged from the hospital and recuperating at home, or those who are dealing with long-term chronic conditions at home. Both patients and their carers (where present) require our support to maintain our patients in the best possible condition and achieve the best possible outcomes.

In 2011, we took a good hard look at HNF, and concluded that its size and shape needed attention for it to continue to serve the growing ageing population well. Our recruitment efforts for nurses from 2011 have brought encouraging results. From a nursing staff of 25 nurses in 2011, we now have 35 nurses. Whilst some senior nurses have retired for a well-deserved rest after long years of service to HNF patients, it has been heartening to see a new complement of younger nursing graduates join the fold of the HNF. From just under 29,000 home visits with a team of 30 nurses in the year before, this past year saw over 32,000 home visits by our expanded team of nurses. Waiting times for appointments were shortened and discharge rates had improved, year-on-year. We intend to keep growing our nursing team, to serve more patients, whilst being able to send more nurses for continuing education and training, be it as clinicians, educators or managers.

Consolidating the tiered approach introduced last year for mobilising our nursing staff, senior nurses, registered nurses and enrolled nurses were assigned to patients according to the complexity of case. This tiered approach has led to improved efficiency in the use of our nurses' time, improved therapeutic relationship support to the patient, and improved social support co-ordination. After

"Our nurses embody the spirit of courage, compassion and independence and they are our eyes and ears in the community..."

specialist training, selected nurses are now also able to provide interventions within the home like dialysis care and venepuncture.

We are very proud of our nurses; not every nurse has the personality and the aptitude for community nursing. Our nurses embody the spirit of courage, compassion and independence and they are our eyes and ears in the community, leading us to keep refining and improving our services. As importantly, they are a valuable feedback nationally, on what is important to patients and carers in the way of support and anticipation of needs, and on how patient services on the whole may be better co-ordinated.

I believe that the special social responsibilities of a community nurse, and the unique professional challenges that come with the role, have encouraged new nursing graduates to join the HNF team. We warmly welcome nurses of all ages and interests to join HNF; there is a role and a career path for every nurse in our organisation.

I should like to thank also the nine General Practitioners who form our panel of accredited doctors. As patients nowadays have such a number of conditions and are prescribed such a number of medicines to take, we felt it necessary that every patient should be seen by a doctor quarterly, upon the renewal of their prescriptions, and as a periodic follow-up and to ensure that patients were taking the right combination of medicines for their conditions. We thank NHG Polyclinics and SingHealth Polyclinics for agreeing to a simplified renewal of prescription process at no extra cost to our patients, and the Agency for Integrated Care for their assistance.

Innovation and our Call Centre

HNF recognises that every day, scientists and researchers are coming up with kinder and more effective ways to spot and treat conditions. Besides many hours of continuing education that our nurses undergo, they also attend weekly multi-disciplinary group meetings, where new approaches to relieving commonly recurring patient complaints like bedsores and boredom are discussed. Through these meetings, small innovations are discovered and put into practice, thus helping patients have a better quality of life.

When we started our Call Centre, we did not know how it would take off, or if it would take off at all. Thankfully, it has been welcomed by its users. Patients and their caregivers are using it to check in with us when they have anything to ask, from wound recovery to nutrition advice. The Call Centre telephones patients to check on newer patients between visits. In the last year, there were about 8,600 calls from patients or their caregivers, almost 5,000 enquiries from the public, and over 600 emergency calls. The Call Centre made a couple of hundred calls to discharged patients, just to ensure that they were doing well. In this digital age, we continue to harness what we can of technology to achieve our goals for our patients, but without sacrificing important face-time.

Social Services and thanks to our Generous Donors

The term 'integrated care' was much in evidence in the news last year. It pointed to a delivery of both health care and social services together, organised around the needs of the user. The idea is wonderful but difficult to put into practice well. Simply co-ordinating health care services for one individual entails co-ordinating several disparate

agencies to cater to that individual's needs once he leaves the hospital setting. A patient typically requires the advice of specialists, a GP, a nurse, a dietician, an occupational therapist and a physiotherapist, and perhaps a psychiatrist. On the social services side, he might require personal hygiene services, home-cleaning services, meals, home-equipment, transport and financial assistance for rent, utilities, fees and sundries. Elderly people living on their own who are in poverty are especially vulnerable to isolation and deteriorating health.

At HNF, we have not the wherewithal presently to hire a separate team of staff for hands-on provision of the myriad social support tasks. Instead, our Social Services staff assist patients with applications to government and relevant agencies for whatever help is available through these agencies. Funds raised through our mailers with SingTel, StarHub and Singapore Power and donation websites like SG Gives, continue to enable patients to receive provision of daily necessities and alleviate shortfalls in medical and nursing fees and medical equipment.

We were delighted to have a new corporate donor ABN AMRO Bank and their staff volunteers who donated a total of \$31,188. They delivered goodie bags worth \$10,000 to the homes of our 100 needy patients, bringing much cheer and comfort. The rest of the funds were channelled to meet the everyday basic needs of our less fortunate patients under our Sunshine Fund. We also welcomed the NUS Senior Alumni as a new donor – they very generously pledged \$2,000 a year for three years, for hampers for sixty of our most needy patients – a fine example of seniors helping other seniors in need. Singapore Island Country Club too, generously donated \$10,000 from their May Day Charity Event.

We are ever grateful to repeat donors like Infineum Singapore and Liu Du Ci Shan Hui who donated and delivered Sunshine Hampers of basic food items. One individual I should like to highlight is Mr Ian Ang of our long-time donor ALPA-S (the Air Line Pilots Association of Singapore). Ian pledged \$3 for every training hour he put in for the 2013 Ironman Triathlon in Zurich and encouraged friends to donate too to HNF. A total of \$7,844 was raised by Ian in this novel way and we would like to thank Ian and his friends for their heart-warming kindness. ALPA-S themselves generously donated goody-bags as well as \$26,321 towards nursing fees for the most needy of our patients. ALPA-S has been one of our most stalwart donors and we cannot thank them enough.

From our 'Walk for Love' which raised \$130,000 to Buddhist Youth Mission's donation of \$5,000 to ECG Property's generous hamper donation of \$4,488, there are still others too numerous to mention.

Our volunteers continue to make vital contributions to HNF – supporting events, spring cleaning for patients, delivering daily essentials and even furniture. An important volunteer we have is our pro-bono lawyers at WongPartnership. They are by no means the least inexpensive outfit in the profession, and we are very fortunate that they have chosen HNF to be the beneficiary of their legal advice. There is more to providing home-nursing than meets the eye. WongPartnership has been an invaluable help in our corporate governance, risk management and best practices. The firm is an outstanding example of a spirit of service using unique skills and training for the benefit of others. We thank all our volunteers for their commitment and dedication to HNF.

To each and every one who has given of themselves to HNF, I would just like to say a huge 'thank you' to you from our needy patients – you have improved lives out there and made a real difference. We will continue to build on your kindness and generosity, and find new ways to give people the support they so desperately need.

Looking ahead

I would like to thank my fellow members of the Board of Management for your wisdom, timely advice and for heading your respective Committees. I also want to thank staff members for giving us your dedication, valuable feedback and suggestions. Besides the work-as-usual described above, 2014/15 will see us embarking simultaneously on several exciting key projects. The first of these is a dinner for Wheelchair Patients and their Caregivers, for them to join in Singapore's SG50 Celebrations. The second is an Exhibition "38 Years of Home Nursing in Singapore", which will travel and be set up in the Central Library, and the Tampines, Jurong and Woodlands Regional Libraries. Lastly, we have embarked on an exercise that will gain us official recognition as an employer of choice, which is one of our visions for HNF. As always, we are mindful of the high standards that we set for ourselves in everything we do.

Thank you once again for supporting the Home Nursing Foundation. If there is someone you know who is in need of our services, please let them know that they can call us for help at 6854 5500, regardless of their ability to pay. We want to help.



Priscylla Shaw
President, Board of Management
Home Nursing Foundation

CEO's Message



We had a 12% increase in the number of nursing visits, and saw the number of medical visits increased dramatically from 137 visits in the previous year to 1,255 visits in FY 2013/2014. Fortunately, we have been able to recruit experienced nurses despite a tight labour market to meet demands. Two new General Practitioners (GPs) have also joined our panel of GPs.

Most of our nurse recruits cited "wanting to learn about home nursing" as their reasons for joining HNF. Indeed, continuing education and further training was top on my agenda for equipping our nurses to attend to the multitude of clinical and social problems presented to them in their scope of work. I also decided to divide the island into four zones and to place one Nurse Clinician (NC) to helm each group of nurses. Every NC has been tasked to spend time with the nurses in the field as well as perform administrative work in the office. Hence, they ensure that standards of care are met, and at the same time, the nurses receive help at hand. Practical nursing guidance went hand in hand with classroom teaching, which was conducted on Wednesdays.

I hope you will enjoy reading about what we "have been up to" over the past year in "Our Work" pages. They may not be big milestones, but behind every event mentioned in brief were days and months of painstaking preparation.

Take for example the upgrading of our clinical documentation software, or IngoT system. The process required a series of sitting down with the software developers to discuss business model and user requirements, define specifications, conduct final testing before we could implement the system. In the early stages when the system went live, the nurses were still online late into the night, endeavouring to log in their visits. With the debugging done, we can now make preparations to link it to the National Electronic Health Records systems.

Yes, it has been a busy and exciting year! I am grateful to the Ministry of Health, Agency of Integrated Care, and HNF's partners in the various healthcare clusters for alerting us and giving us the opportunity and kind assistance to "try new things". Hence we are in the midst of doing a "Proof of Concept Study" linked to capitation funding; trying out an assessment tool called InterRAI to determine the care needs of our patients; and our nurses have learnt about home peritoneal dialysis.

A special thanks also to Ms Priscylla Shaw, President of HNF Board of Management and all Board Members for their guidance. Above all, a big "Thank You" to all my wonderful staff, who have often gone beyond the call of duty to pitch in; nothing would have been achieved without you.



Dr Yim Sau Kit
Chief Executive Officer
Home Nursing Foundation

Our Work

April 2013: Medical Subvention for HNF

HNF was accredited by the Ministry of Health (MOH) to receive Medical Subvention with effect from 1st April 2014. This has facilitated our panel of affiliated General Practitioners (GPs) to make home visits to our homebound and bedbound patients. Patients who cannot afford the fees will receive waivers from HNF. We have seen an increase in the number of medical visits from an occasional request prior to Medical Subvention to an average of ten requests a day. Most of the medical visits by the GPs are to manage chronic diseases and for acute exacerbations that can be treated at home.

April 2013: Collaboration with Tan Tock Seng Hospital – Virtual Hospital Programme

Tan Tock Seng Hospital (TTSH) has enlisted HNF as a partner in their Virtual Hospital Programme. The programme was set up to provide out-of-hospital care for patients with frequent re-admissions. As part of this collaboration, we work closely with TTSH in their Virtual Hospital Befrienders Programme, which aims to provide additional support to the Virtual Hospital patients by getting volunteers to help look after the welfare of these discharged patients. Selected volunteers have been sent for training under the Befriender Programme.

May 2013: New Hearing Amplifiers to Better Communicate with Our Patients.



We have purchased hearing amplifiers (left) to help improve communication between our nurses and our hearing-impaired patients. Called the “Pocketalker Ultra”, the gadget amplifies sounds close to the listener while reducing background noise. These amplifiers have been beneficial to our patients with hearing loss.

May 2013: New Compressor Nebulizer Machine for Our Patients

We have purchased a new compressor nebulizer machine (below) to benefit patients with asthma and other respiratory disorders. The nebulizer will be available on loan to our patients needing such a device till they are able to purchase their own.



June 2013: Our New Look – HNF’s Brand Refresh

HNF has a new look! We underwent a brand refresh and our redefined logo brings more emphasis to the heart in the home. This truly reflects our new tagline, “Bring Love Home”, which is a motto that aptly describes our philosophy of care for both our frontline nurses as well as for those supporting them in the office.



July 2013: HNF Joins the List of Medifund-accredited Intermediate and Long-Term Care Facilities

As a Medifund-accredited institution, HNF is able to help and support patients who, despite government subvention, have difficulty affording the home-nursing services and other medical fees. The Facility Medifund Committee has, to date, approved 131 applications for Medifund/Medifund Silver.

Completion of our Two-Year Integrated Home Care Project (IHCP)

In 2011, HNF embarked on a project with Tan Tock Seng Hospital (TTSH) to study how HNF can broaden and strengthen its services by providing integrated care to encompass the holistic needs of the sick in the community. The project was recommended by the MOH and supported by the AIC. It was 50% funded by HNF and 50% by the TOTE Board. The project was completed in 31st July 2013. The study provides useful information on patients' profiles and the evolution of care delivery and services provided by HNF over recent years.

August 2013:

Staff Appreciation Dinner – Globetrotters Night

Our Staff Appreciation Dinner was held on 30 August at the Carlton Hotel, with the unique theme of “Globetrotters Night”. Everyone was dressed to the nines in their best international outfits. The event showed that our staff not only worked hard, but played hard too.

July 2013: New Funds to Assist Patients – Seniors' Mobility and Enabling Fund (SMEF)

HNF was granted access to help patients tap into the SMEF through the Agency of Integrated Care (AIC). Our patients can now benefit from the fund given out by the MOH. It covers a wide range of assistive devices and provides subsidies of up to 80% on consumables such as adult diapers and milk feeds.

September 2013: HNF's Inaugural Continence Awareness Forum

The event was held on Saturday, 28 September at Toa Payoh Central Community Building to engage the residents in Toa Payoh.



Complimentary health screening was provided before the talks. We thank our partner, the SCA Hygiene, for their kind assistance at the event. Judging by their active participation, we believe attendees had found the talks by the speakers beneficial.



September 2013: HNF CEO's Hong Kong Study Trip Experience

Dr Yim visited Hong Kong on a study trip, organised by the AIC, from 22 to 26 September to study the community care of the elderly sick there. She shared that the programmes were “packed” but very interesting. She was also impressed by the systems, supervised by the Hong Kong Hospital Authority and the Social Welfare Department, that manage a continuum of services to enable the elderly sick to be cared for in their own homes.

October 2013: Integrated Home Care IT System (IHCITS) User Acceptance Testing Sessions

We conducted User Acceptance Testing (UAT) sessions with the different departments as part of our IngoT (the software HNF nurses use for documentation) upgrading project. The UAT helped determine areas of improvement in the Integrated Home Care IT System.

Prior to this, we already had an overhaul of our IT infrastructure, comprising replacement of servers, firewalls and adoption of Microsoft Virtualization Technology, which allows our Management of Information System staff to better manage our hardware resources. We further provided a Secure Socket Layer Virtual Private Network to ensure that remote IngoT access is established through a secure and encrypted channel.

November 2013: Walk for Love 2013 Draws 1,200 Participants and Volunteers

This year's Walk for Love was a success! The Walk was held on a sunny Saturday morning on 30 November at the Big Splash, East Coast Park and our Guest of Honour was Dr Amy Khor, Senior Minister of State for Health and Manpower.

We are happy to share that this year, we drew close to 1,200 participants and volunteers from corporates, community groups, schools, and the public, and raised about \$130,000.



December 2013: Getting Ready for Proof of Concept (POC) Project
HNF was invited to do a POC Project on the effect of capitation funding in our care delivery system. As part of the six-month fact-finding project, HNF recruited 50 patients with their consent to allow us to track the care and support given to them and their caregivers. Preparation work began in December in time for the project to start in January and finish by July 2014.

January 2014: SN Marianne Fan Joins Call Centre
Staff Nurse (SN) Fan was transferred to the Call Centre in January 2014, making a total of four staff in the department. Prior to this posting, Marianne was a nurse in our Toa Payoh zone. Marianne was a welcomed addition to the team headed by Senior Staff Nurse (SSN) Charine Chen.

Besides handling calls, the team also processed a total of 5,543 referrals from various sources while keeping to a turnaround time of 24 hours.

January 2014: HNF Board Retreat
HNF CEO Dr Yim Sau Kit, together with our Board of Management, participated in the Board Retreat held on Saturday, 25 January 2014 at the Tanglin Club to discuss the organisation’s future strategies and direction. The retreat was also attended by our invited guest, Ms Yan Yan, Deputy Director, RHS & Primary Care Development Division at AIC, who shared with us the development plans for the sector.

January 2014: Our Upgraded IngoT Went Live!
After undergoing intensive training since November and several hiccups, our IngoT system finally went live in mid January 2014. Despite initial setbacks, our staff worked hard to “get rid of the bugs” and were rewarded with a system that is now running effectively.

With our new system, HNF is all set to work on linking to the Electronic Health Record System, which we target to commence in July 2014.



SSNTey Ping Ping’s suggestion was accepted by the Management and implemented as our new staff benefit. The Healthy Lifestyle Incentive allows colleagues who have not taken medical leave in one year to be eligible for a monetary incentive of \$200. Check out our 2013’s healthy “Wonder Women” and “Superman” above!

March 2014: Practical Skills Audit for Nurses
A Practical Skills Audit for our nurses, which included all common nursing procedures encountered in the course of their work, was done in March 2014. An annual practice in HNF, the audit ensures that our nurses are kept up-to-date with current nursing practices and was carried out by our Nurse Clinicians. Manikins were used for some of the procedures such as venepuncture.

March 2014: HNF Embarks on Home-assisted Adaptation to Peritoneal Dialysis in Collaboration with National Kidney Foundation (NKF)
After a series of theory and practical training on peritoneal dialysis (PD) by Ms Tang Woon Hoe, Senior Nurse Clinician of NKF, for all our nurses, three of our Senior Staff Nurses were selected for the home dialysis programme and went through further training with NKF’s PD Nurse Clinician Tracy Teo. In this service, our nurses are required to provide coaching, supervision and support to patients and/or caregivers when they initiate home based PD after PD training at the hospital. The objective is to help them build confidence and start PD right. We had our first patient in March this year and the case was managed by SSN Hariati.

March 2014: Restructuring of Nursing Administration: New Zone Nurse Clinicians (NCs)
In order to streamline and improve on our care and management procedures, we now have four zone NCs – Ms M. Kanagarani, Ms Hariati Sahak, Ms Sharon Stanley, and Ms Tey Ping Ping. They each lead a team of HNF nurses and focus their resources on looking after patients in the North-Central, Southern, Eastern, and Western zones in Singapore respectively.

The NCs also act as Liaison Persons with the corresponding healthcare institutions in their zones to ensure a smooth continuum of care and effective care coordination for our patients.

Statistics FY2013/2014

Chart 1: Number of Cases under Home Nursing and Home Medical Care

FY	Brought forward from previous FY	New Cases	Total Cases	Discharge Cases
FY2012/2013	1920	2666	4586	2655
FY2013/2014	1872	4045	5917	3515

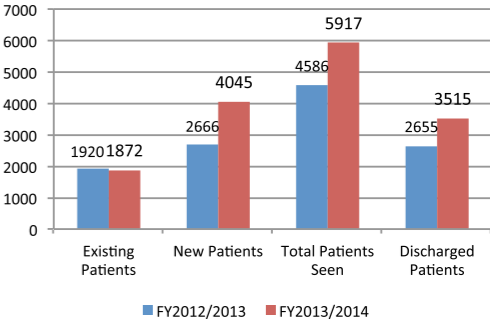


Chart 2: Sources of Referrals

Source of Referral	Number of Referrals
Restructured Hospital	3645
Community Hospital	265
Polyclinics	187
Specialty Centres	18
Others (Self and Private GPs & Hospital)	784
Refusal/Withdrawal	644
Total	5543

* Some referrals were for Home Nursing and Home Medical Services

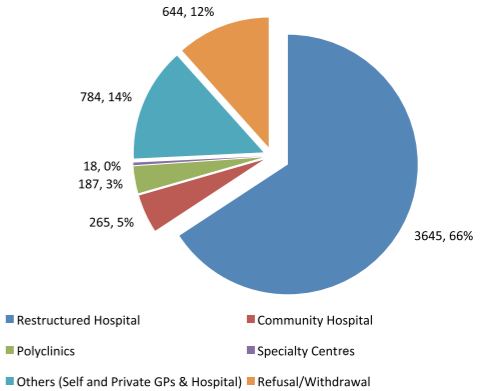


Chart 3: Patient’s Mobility Status in FY 2013/2014

Mobility	Number of Patients
Bed Bound	3286
Community Ambulant	94
Homebound Ambulant	1325
Semi-ambulant	1212
Total	5917

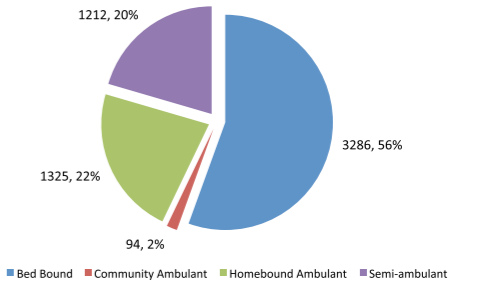


Chart 4: Patient’s Age Group in FY 2013/14

Age Group	Number of Patients
<60 years	675
60-75 years	1569
>75 years	3673
Total	5917

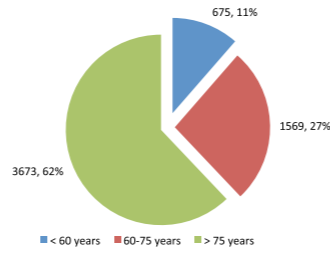


Chart 5: Patient’s Race in FY 2013/14

Race	Number of Patients
Chinese	4530
Eurasian	46
Indian	501
Malay	784
Others	56
Total	5917

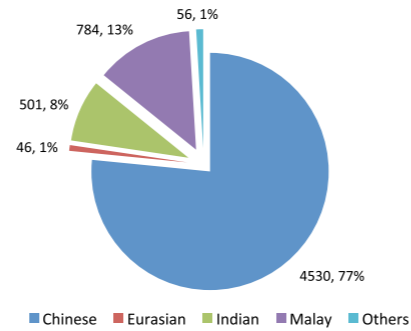


Chart 6: Type of Nursing Procedures

Types of Nursing Procedures	Number of Nursing Procedures
Assessment	23065
Nursing Review of Health Status	1254
Wound Care (includes Stoma Care)	17995
Maintenance of Tube Feeding	4442
Maintenance of Urinary Catheter	4035
Health Education and Caregiver Training	24323
Injection	3167
Others	6169
Total	84450

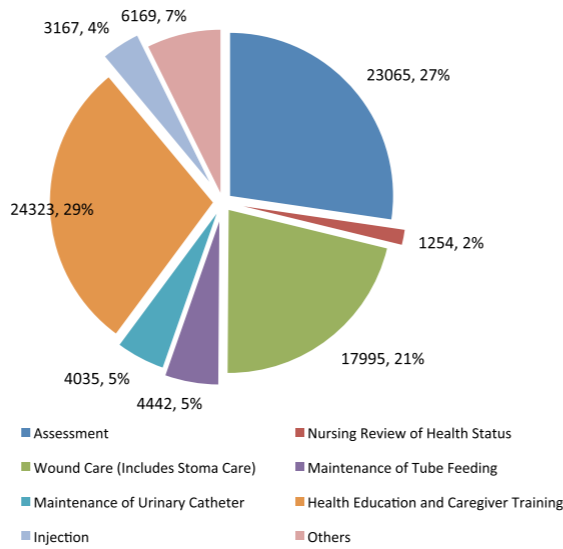


Chart 7: Number of Discharges

Reasons for Discharge	Number of Discharges
Cared for by other organisation	13
Carer is competent in caring for the Patient	38
Care Taken Over By Private Nurses	11
Goal is achieved	628
Passed away	677
Patient has follow up with polyclinics / outpatient clinics	200
Patient is admitted to hospital / nursing home / community hospitals	1773
Patient is discharged with home help services	40
Refused home visits	85
Others	50
Total	3515

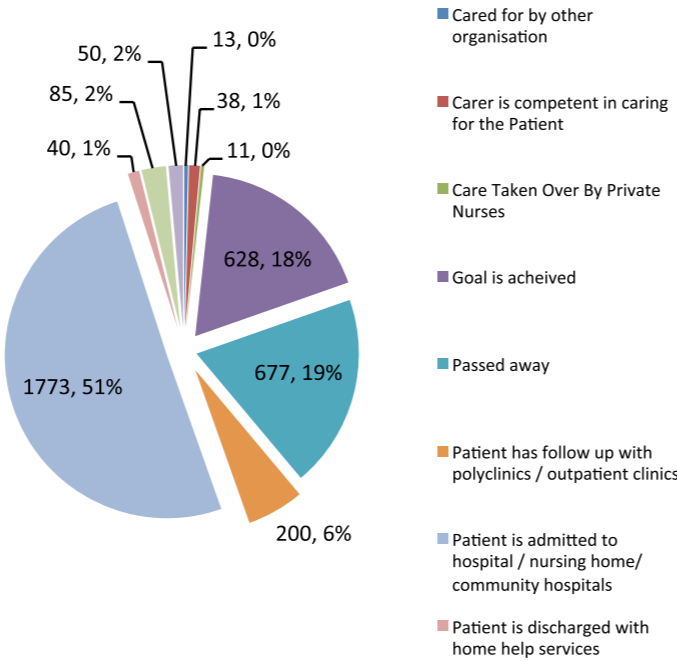


Chart 8: Number of Home Nursing and Medical Visits

Service Type	FY10/11	FY11/12	FY12/13	FY13/14
Home Nursing	23,334	27,872	28,759	32,152
Home Medical	-	-	137	1,255
Total	23,334	27,872	28,896	33,407

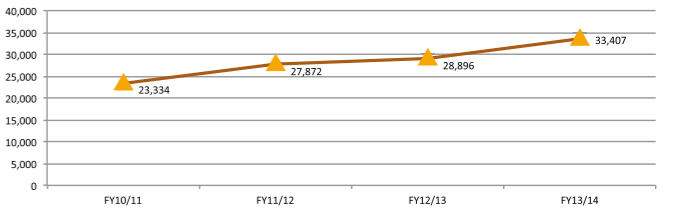


Chart 9: Number of Home Visits by Subsidy Rates

Subsidy Rate	No of Visits Home Nursing	Home Medical	Total
FW/PA	12,077	76	12,153
0%	3064	180	3,244
15%	44	2	46
30%	1323	77	1,400
40%	51	6	57
50%	648	39	687
55%	151	5	156
60%	2202	101	2,303
75%	2596	157	2,753
80%	9441	612	10,053
PreMeans Test	555	0	555
Total	32,152	1,255	33,407

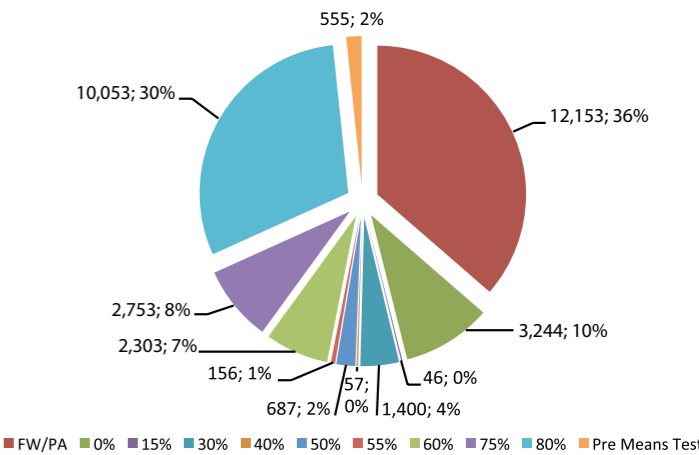


Chart 10: Number of Home Visits with Financial Assistance

Financial Assistance	No. of Visits Home Medical	Home Nursing	Total
Full Waiver	51	9,296	9,347
PA	25	2,776	2,801
Remission of Fees	278	1,034	1,312
Total	354	13,106	13,460

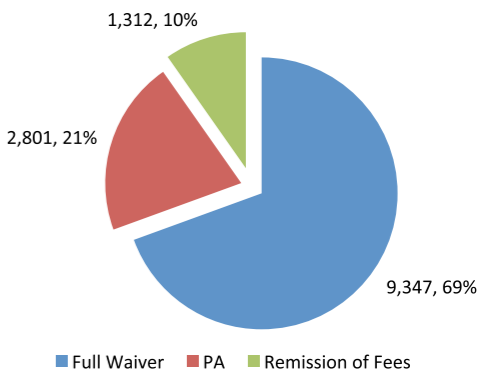
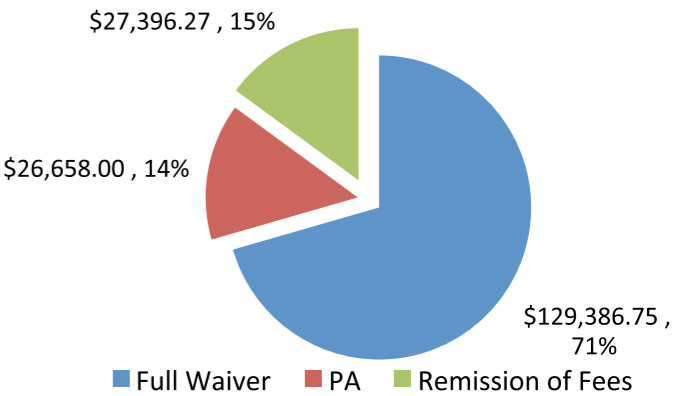


Chart 11: Fund Utilisation by Financial Assistance

Financial Assistance	No. of Visits Home Nursing	Home Medical	Total
Full Waiver	\$128,158.75	\$1,228.00	\$129,386.75
PA	\$25,971.00	\$687.00	\$26,658.00
Remission of Fees	\$13,338.27	\$14,058.00	\$27,396.27
Total	\$167,468.02	\$15,973.00	\$183,441.02



Our Staff



Nursing Administration Team

from left to right: Acting NC Hariati Bte Sahak, Acting NC Sharon D/O Veejayakumar, Ms Tan Peck Geok (Case Manager), Dr Yim Sau Kit (CEO), NC M. Kanagarani, Acting NC Tey Ping Ping

Finance Team

top row, from left to right: Ms Felicia Lee, Ms Juliet Wong, Ms Chee Lay Kuan;
bottom row, from left to right: Ms Serene Fong, Ms Christy Chong (Manager), Ms Merri Tay



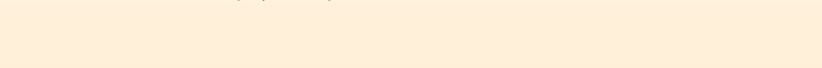
Nurses - Northern-Central Zone

from left to right: Acting NC Hariati Bte Sahak (Zone NC), SEN Zuriati Binte Sidik, SSN Chua Geok Fong, SSN Annie Kiong, SSN Chua Soo Kheng, SN Denise Lee, SEN Sharifah Fauziah Binte Syed Salim Shahab, SSN Intan Masrina Bte Ahmad



Call Centre Team

from left to right: SSN Marianne Fan, Ms Wendy Koh, Ms Ranjini, SSN Charine Chen (Supervisor), Ms Anna Soo



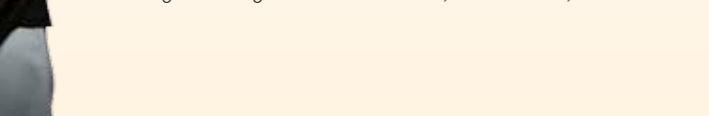
Nurses - Western Zone

from left to right: NC M. Kanagarani (Zone NC), SSN Janet Tan, SEN Siti Sara Binte Abu Bakar, SSN Tang Mei Yee, SSN Anna Xu, SN Krishnan Kousalya



Social Welfare Team

from left to right: Ms Nageshvarree D/O Krisnan, Ms Alice Chia, Ms Geraldine Toh



Human Resource & Administration Team

from left to right: Ms Evelyn Tan, Mr Chua Kheng Hong, Ms Felicia See (Manager)



Nurses - Eastern Zone

from left to right: Acting NC Tey Ping Ping (Zone NC), EN Mariam Bte Jumaat, SSN Marliah Binte Mohamed, SSN Chong Yuk Fong, SSN Mary Darkai, SSN Irene Shaw, SN Kui Hui



Communications & Development Team

top row, from left to right: Ms Guo Lixuan, Ms Tan Zhenxiu, Ms Joyce Toh, Ms Sharlene Kee (Manager); bottom row: Mr Mike Loh



CEO & Her Secretary

from left to right: Ms Jocelyn Kee, Dr Yim Sau Kit

Special Projects Team

from left to right: Ms Tiffany Khoo, Ms Maxine Ng (Manager)



Nurses - Southern Zone

from left to right: Acting NC Sharon D/O Veejayakumar (Zone NC), SSN Pushpa Kumari, EN Lily Suriani Binte Ramlee, EN Nur Dyana Bte Zainuddin, SSN Susan Seah, SSN Boon Lee Chin, SSN Thiruchelvi D/O Tangamuthu



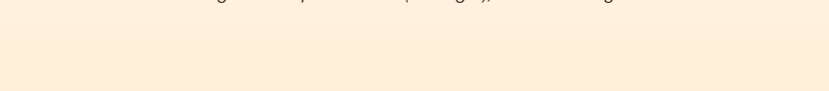
Nursing Support Team

from left to right: Ms Constance Cheang, Ms Maria Ng



Management & Information System Team

from left to right: Mr Yap Khim Hoe (Manager), Mr Felix Wang



Our Panel of General Practitioners (GPs)

With the shift in Singapore's healthcare paradigm, HNF understands that providing nursing care alone is not sufficient in meeting our patients' holistic needs. Hence, HNF introduced Home Medical services such as Chronic Disease Management and Medical Consultation for non-urgent/minor ailments to our homebound and bedbound patients. We were fortunate to engage eight professional Family Physicians on board our panel of affiliated GPs – Dr Choo Kay Wee, Dr Chew Sung Boon, Dr Lim Shee Lai, Dr Lye Tin Fong, Dr Noridah Binti Ab Rasip, Dr Sunitha Razu, Dr Tham Tuck Seng and Dr Wong See Hong.



Clockwise from left: SSN Charine Chen, Dr Razu, Dr Yim, Dr Choo, Ms Rajini, Dr Lye, Dr Chew, Dr Lim and Dr Wong

Our Internship Programme



Ms Nur Diyana

HNF has been working with various polytechnics on student attachments and internship programmes. Our latest intern is Ms Nur Diyana Binte Azman, a Diploma in Gerontological Management Studies student from Temasek Polytechnic. Diyana was posted to us from 11 September to 29 November 2013. She was attached to the Communications and Development department and was tasked to assist in the planning and execution of events such as our Walk for Love 2013 and Contineness Awareness Forum. Nur Diyana shared that it had been a meaningful experience for her. She was able to apply the knowledge that she had learnt in the classroom. She is also thankful for the guidance given by our staff. Diyana is currently one of our active volunteers who enjoys coming back to HNF to help out at events.

Making a Difference – The Collaborative Efforts of Nursing & Social Welfare Teams

“SSN Janet Tan visits me at my home few times a week to dress my wounds and saves me four to five hours of travelling to the polyclinic or hospital. This way, I can spend my time selling tissue paper.”

Fifty four-year-old Mr Khoo Hong San is a familiar face to many, especially in the Novena area. He sits on his wheelchair every day for long hours braving the elements, selling stationery, tissue paper and tidbits, trying to make ends meet.

When he was just 31 years old, Mr Khoo met with an unfortunate workplace accident which left him paralysed from the waist down. Without any family support, Mr Khoo lives alone in a one-room rental flat and has no one to depend on.

Since 2004, HNF has been taking care of his sores, which are caused by his long hours on the wheelchair, and monitors his condition to ensure that his other chronic illnesses including renal failure, bowel and hypertension are being managed well.

Most of Mr Khoo's limited income is used to cover his housing and daily expenses. The balance, if any, is used to purchase limited quantities of wound dressing materials. Thankfully, with the help of government subsidies and HNF donations, Mr Khoo's nursing and medical fees are fully subsidised. Through donations, HNF is able to provide wound dressing materials and wish-list items like pressure relief cushion to give Mr Khoo some comfort from his long hours of sitting on the wheelchair and to help alleviate his financial burdens.



Encouraged by the support rendered by HNF and the community, Mr Khoo remains positive in his adversity and strives to support himself and overcome the daily challenges that he faces. Our services help him to remain independent in the community.

Likewise, we are determined to reach out to many less privileged patients under our care. We need your kind help to provide home care – nursing, medical and social welfare – and your kind contribution and support will make a difference in the lives of many patients like Mr Khoo under our care. Your gift of blessings adds a glimpse of hope that will warm the hearts of many!

Personal Achievements Of Our Staff



Ms Constance Cheang

Ms Constance Cheang Receives Employee of the Year Award 2013

The Employee of the Year Award is presented to individuals who embody and exemplify the core values of the HNF and who have contributed significantly to the organisation.

In 2013, the Award was given to Ms Constance Cheang, Administrative Executive from the Nursing Department for her friendly personality, conscientious work attitude, and keen enthusiasm in helping others in need.

14th HNF-Rotary Club of Jurong Town Nurse of the Year Award

The Nurse of the Year Award is an annual award co-sponsored by the Rotary Club of Jurong Town (RCJT) and HNF to recognise an outstanding HNF nurse for her dedication, selfless contribution and commitment towards home healthcare and nursing. The 2013 award presentation was held on 20 August 2013 at the Tanglin Club.

The judging panel awarded Senior Staff Nurse (SSN) Hariati Binte Sahak the prestigious “Nurse of the Year” award in recognition of her commendable passion, motivation, enthusiasm to learn, and well-versed knowledge in providing holistic care for her patients. The judges commented that Hariati was very eloquent and well-spoken, and that she impressed the panel when she asked what other forms of support the Rotary Club could provide for our patients, thus demonstrating her strong dedication towards looking after the elderly and needy in the community.

Two merit awards were also presented to SSN Boon Lee Chin and Marliah Binte Mohamed for their commendable work in home healthcare and nursing.



(from left to right) President of the Rotary Club of Jurong Town, Mr Joseph Chew; Award Winners SSN Hariati Binte Sahak, SSN Marliah Binte Mohamed and SSN Boon Lee Chin; CEO of HNF, Dr Yim Sau Kit



Dr Yim at the World Congress on Integrated Care

Dr Yim Speaks at World Congress on Integrated Care

HNF CEO Dr Yim Sau Kit was invited as one of the speakers at the World Congress on Integrated Care, which was held from 7 to 9 November 2013 at the Grand Corphorne Waterfront Hotel. Co-organised by the Agency for Integrated Care and the International Foundation for Integrated Care, the Congress was an opportunity for experts to share their innovative ideas, best practices, and new models of care and care assessment. Dr Yim shared about the journey of Singapore's home care and also detailed how our model of care in HNF has evolved over time.

Our Media Stars: Senior Staff Nurse Charine Chen in Channel 8's Good Morning Singapore

“Good Morning Singapore (早安您好)”, a Channel 8 live talk show, invited HNF to their programme to share about the role of a home-care nurse, her experiences, and the challenges she faces. SSN Charine Chen (right) represented us on the talk show, and was interviewed on 7 March 2014 along with MediaCorp artistes Xiang Yun and Cheryl Wee, who acted in a new Channel 8 drama about the story of a male home-care nurse, titled “The Caregivers - Missy 先生”.



Senior Staff Nurse Charine Chen in Channel 8's Good Morning Singapore



Senior Staff Nurse Hariati Sahak in Channel NewsAsia

Senior Staff Nurse Hariati Sahak in Channel NewsAsia's Special Report

HNF was featured in Channel NewsAsia's (CNA) special report on enhancing eldercare services in Singapore. SSN Hariati Sahak (left) was filmed going on a home visit to her patient, Mr Trevor Holden, and carrying out caregiver training with his daughter, Ms Valerie Holden. CNA also interviewed SSN Hariati about the challenges and satisfaction of being a home-care nurse and spoke to Ms Holden about the benefits of home-nursing services.

"Bouquets" Came In Many Forms

Attachment Programmes Evaluation from Ngee Ann Polytechnic Students

In addition to following our nurses during their home visits, the students from Ngee Ann Polytechnic studying the Advanced Diploma in Chronic Disease Management also had the opportunity to attend our training sessions and multi-disciplinary reviews during their three-day attachment with us.

These are some of their encouraging comments on their experience here:

"You (nurses) are the sunshine for the patients and their families. Keep up the good work!"

"Nurses are the backbone of HNF. They are dedicated, committed, passionate, and compassionate...I take my hat off to the nurses of HNF!"

"HNF nurses are the reasons why patients value nurses.... They are truly the patient's advocate and lifeline. For that, you are truly special and I admire each and every one for your passion."



Gifts

SSN Susan Seah received a heartfelt thank-you card from the Nanyang Polytechnic students who were attached to her during their two-week attachment at HNF. The students also presented her with a thoughtful gift of foot lotion as "something for (her) tired feet"

Thank You Cards

"Thank you for the diapers which were delivered to us on"

"Thank you so much for the wonderful care you gave our father. You made his last days very comfortable; treated him with such dignity and respect, and made his passing so peaceful."



THANKS AND WELL WISHES From The Management



Every nurse received a handmade photo frame for Nurses' Day.



Photographs From Visitors



This one was taken with SSN Boon Lee Chin and two visiting nurses from Japan.

"Your little kindness can make a lot of difference to the needy, both physically and mentally."

- Patient's son

They also came in the form of emails, like this one

Training and Education

Wednesday mornings were set aside for continuing education and training. Last year's training calendar included twenty topics ranging from disease management, pharmacology, medico-legal issues, palliative care, mental health to self-defence. Here, we highlight some of our sessions:

Training Session on Podiatry

Our nurses attended an enriching podiatry training session on 24 April 2013 conducted by Ms Aurelie Petitjean from the Podiatry Department, Tan Tock Seng Hospital. Ms Petitjean shared useful tips on different types of footwear, common foot problems faced by seniors and foot care.

HNF Co-hosted Visiting Case Management Expert from America, Ms Nancy Skinner



Dr Yim and Ms Nancy Skinner

As part of the Ministry of Health's Health Manpower Development Programme (HMDP), HNF had the privilege of co-hosting with the Agency for Integrated Care (AIC) a visit by Ms Nancy Skinner, President of the Case Management Society of America (CMSA), for an interactive and informative sharing session on 11 November 2013. During the fruitful discussion, we examined and compared the clinical and psychosocial issues and care

coordination challenges in Singapore and the United States of America. Ms Skinner also stressed that nurses have a very vital role as case managers – as the eyes and ears of their patients; they highlight important issues to the physicians and fellow healthcare and social professionals.

Training Programme on Peritoneal Dialysis



SSN Hariati priming the dialysis machine

In June 2013, our nurses took part in a four-part training programme on the Overview of Peritoneal Dialysis. These sessions were conducted by Ms Tang Woon Hoe, Senior Nurse Clinician from the National Kidney Foundation. The sessions were very interactive and informative, with a review of the previous lesson's topics at the beginning of each new training session.

A full-day training session was also conducted in National Kidney Foundation (NKF) in July, which focused on CAPD exchange procedures using Fresenius and Baxter system. A revision lesson was then conducted in HNF on 16 July by Ms Tang, followed by a practical assessment from 25 July to 6 September, and finally a theory examination in 11 September.

E-learning Course on Wound Care

In July 2013, our nurses had the opportunity to learn more about wound care through an online interactive programme by Curtin University's WoundsWest Education. This programme, designed by wound management experts, helps our nurses to improve their ability to prevent and manage wounds. More importantly, it allows our nurses to learn at their own pace and equips them with the skills to provide better wound care to our patients.

Training Session on Mental Health – Depression

Following talks on dementia early in the year, our nurses gathered for an informative training session on depression, conducted by Mr Abdul Hadi Kamarolzaman, Programme Manager in Community Mental Health Division, AIC in May. Mr Hadi spoke about the major signs and symptoms of depression, the possible causes and risks of the illness, and also shared some self-help and prevention strategies.

This is followed by a lecture by Associate Professor Catherine Tay on Mental Capacity Laws. Associate Professor Tay is an Advocate and Solicitor of the Supreme Court of Singapore, and received her Master of Law at the Queen Mary College, University of London.

Acute Management of Stroke and Stroke Rehabilitation



Dr Wee Chee Keong



Dr Peter Lim Ai Chi

We were privileged to have two invited speakers, Dr Wee Chee Keong and Associate Professor Peter Lim Ai Chi, on 28 January 2014 to conduct training sessions on Acute Management of Stroke and Stroke Rehabilitation respectively.

Dr Wee is a Neurology Specialist in Singapore General Hospital (SGH) and Dr Lim is the Senior Consultant of the Department of Rehabilitation Medicine at SGH in addition to being an Honorary Advisor to the HNF Board of Management.

Dr Wee and Dr Lim shared their expertise on the different complications and management strategies of stroke, as well as the principles and benefits of rehabilitation medicine. Our nurses also had the opportunity to pose questions to the doctors and seek advice on their patients.

Motivational Interviewing



Dr Audrey Tan

We invited Dr Audrey Tan, Senior Consultant for Health Promotion from National Healthcare Group to conduct a five-part training programme on Motivational Interviewing for our nurses in March 2014. Motivational Interviewing is a method that works on facilitating and engaging intrinsic motivation within the patient in order to change behaviour. This was the second time Dr Tan came to share her expertise with us.

Training Session on Incident Reports by Associate Professor Catherine Tay



Associate Professor Catherine Tay

We were privileged to have Associate Professor Catherine Tay for another medico-legal training session with our nurses and staff. Held on 25 February 2014, the training session on Incident Reports focused on the purposes and writing tips for these reports, with the use of several real-life examples as case studies.

Further Studies

Besides in-service education and training, our staff were also encouraged to take up further studies. With funding from the Health Manpower Development Programme, Salary Adjustment Exercise Grant and Courage Fund, most of them enjoyed partial or full subsidy for their education. A minority chose to self-finance. HNF has further expressed support for further studies by revising its Human Resource policies to allow for examination leave.

Practical Skills Audit for Nurses



Between February and March 2014, our nurses underwent Practical Skills Audits to assess their nursing skills. The audits were conducted by our five Nurse Clinicians.

Picture shows NC Tan Peck Geok (right), HNF's nurse advisor in continence management, taking the opportunity to give tips to Enrolled Nurse Lily Suriani on catheter care during her audit.

Certificate in Basic Palliative Care (Conducted by Dover Park Hospice)

SSN Irene Shaw attended the training at the Dover Park Hospital. As many of our patients are elderly, this is an area of training that will be useful to equip our nurses. Besides Irene, SSN Tey Ping Ping has enrolled in Ngee Ann Polytechnic for the Specialist Diploma in Palliative Care Course which started in April 2014.

Senior Staff Nurse Precilla Lai Embarked on Master of Nursing Programme in August 2013

Precilla (below) received the Social and Health Manpower Development Programme – Intermediate and Long Term Care (SHMDP-ILTC) Scholarship for her pursuit of a full-time Master of Nursing (MN) programme at the Alice Lee Centre for Nursing Studies, Yong Loo Lin School of Medicine in National University of Singapore. The Master of Nursing programme enables her to qualify as an Advanced Practice Nurse (APN) after her internship attachment – a rarity in the sector – thereby equipping her with advanced knowledge and skills in the clinical management of patients.



Precilla Lai, SSN

Nurses Undertaking Degree in Nursing

SSN Sharon D/O Veejayakumar and SSN Thiruchelvi commenced long-distance studies in March 2013 and July 2013 respectively. Sharon chose to study with Curtin University while Thiru chose Edinburgh Napier University. Two more nurses will be following in their footsteps; they have enrolled in a degree course for the April and July 2014 cohorts.

Advanced Diploma in Nursing (Gerontology) Graduand

SSN Pushpa Kumari came back to HNF after completing her Advanced Diploma in Nursing (Gerontology) training with Nanyang Polytechnic. In a conversation with Dr Yim, Pushpa expressed that she was glad she undertook the course. Although the initial stage was difficult as she had to adjust to a tight regime of assignments, Puspha felt that the course has equipped her to think critically and to problem solve.

EN Chitra D/O Kumarasamy Completed her Bridging Studies

EN Chitra completed her bridging studies for Enrolled Nurses to enter into Registered Nurse Training. She has been given a place in the next Diploma in Nursing Course at Nanyang Polytechnic, April 2014 cohort.

Certificate in Community Gerontology Nursing (with Hua Mei Training Academy)

Three of our nurses completed their studies in February 2014. They are NC M. Kanagarani, SSN Hariati Bte Sahak and SSN Tey Ping Ping.

Thanks to You

We are grateful for all the donations and support from our donors and volunteers in the Financial Year 2013/2014. It was through their generous and unswerving support that made it possible for us to reach out to the many less privileged patients under our care. HNF remains motivated to help other needy individuals and provide them with home-nursing care, home-medical care and social welfare so that they too can remain independent in the community.

Walk for Love 2013



Walk for Love 2013

In our flagship fundraising event, the annual Walk for Love 2013 held on 30 November, saw a turnout of 1,200 participants and volunteers from corporates, community groups, schools and the public. In all, a total of \$131,000 was raised. We thank Dr Amy Khor, Senior Minister of State for Health and Manpower for gracing the event as the Guest-of-Honour, Singapore Telecommunications Limited, Hong Leong Foundation, Lee Foundation, OUE Foundation, Tote Board and Singapore Turf Club and all our sponsors for their kind donations in supporting our cause towards providing subsidised nursing services to our needy and elderly patients.

We continue to foster close, cordial ties with our supporters, both corporate organisations and individuals, in making a

difference in the lives of the patients under our care through various community engagements and social activities.

Volunteer Activities



Volunteers all geared up for house cleaning with their cleaning equipment

Through our various outreach programmes, we worked closely with HNF volunteers in organising activities such as cleaning of patients' homes, distribution of festive goodie bags and sponsoring and delivering of wish list items such as basic necessities, household items and medical equipment to the less fortunate patients under our care.

In August 2013, more than 80 enthusiastic volunteers from ABN AMRO Bank sponsored goodie bags consisting of food rations and daily household necessities to 100 patients in our Seasons of Goodwill Goodie Bag Distribution event. They personally delivered the bags to patients' homes, bringing much festive cheer and warmth to our patients.

In addition, the staff and ABN AMRO Bank also generously donated more than \$21,000 to help our less privileged patients with the provision of basic necessities and essential items which they cannot afford.

Outings with Patients



Our HNF patients and volunteers at outings

Special thanks to volunteers from Life Technologies, Calvary-Chapel and Sumitomo Corporation Asia & Oceania Pte Ltd for organising fun-filled outings to a carnival, Jurong Bird Park, S.E.A. Aquarium and River Safari Singapore in 2013. The outings were made possible with contributions from our volunteers and the Outing for Elderly Fund, a grant administered by the Community Foundation of Singapore (CFS).

In October 2013, zealous volunteers from Sumitomo Corporation Asia & Oceania Pte Ltd brought 23 of our patients for an outing to S.E.A. Aquarium. It was a time of great bonding between the



Mr Shigeki Ohno, General Manager, Corporate Planning & Coordination Department of Sumitomo Corporation Asia & Oceania Pte Ltd receiving Top Corporate Volunteer 2013/14 from the CEO of HNF. From Left to Right: Ms Maggie Eng, Dr Yim Sau Kit (CEO), Mr Shigeki Ohno, Mr Lam Chee Shing

volunteers and patients as they toured the world's largest aquarium at Resorts World Sentosa and interacted with one another over a sumptuous lunch.

In addition, they gathered 22 volunteers who equipped themselves with gloves and cleaning tools as they cleaned four of our patients' homes in March 2014, much to the delight of our patients. Sumitomo Corporation Asia & Oceania Pte Ltd also made a generous corporate donation of more than \$13,000 towards the waiver of home-nursing service fees and purchase of wheelchairs and essential medical supplies.

Volunteer Appreciation Tea



ABN AMRO volunteers at one of their home visits

The Rotary Club of Jurong Town, Singapore has always been an ardent supporter of HNF. Apart from making generous donations, they also co-organised the "14th Home Nursing Foundation & Rotary Club of Jurong Town Nurses of the Year 2013" event.

Kudos to the many organisations that had extended their willing hands and generosity in touching the lives of our patients.



Mr Ian Ang receiving HNF "Iron Man" Award from Ms Joyce Ang, HNF Board Member

Ms Nurul Jannah Karim receiving the Top Individual Volunteer Award from Mr Daniel Teo, HNF Treasurer

To show our heartfelt appreciation to all our dedicated volunteers, we organised a Volunteer Appreciation Tea, themed "Fly With Us" at the Marina Barrage on 22 March 2014. It was an afternoon of relaxation and enjoyment as volunteers and their families, a few of our patients and caregivers were treated to interactive games, a photo gallery showcasing our volunteers' contributions and hard work over the last year and a sumptuous high-tea spread. Our CEO, Dr Yim Sau Kit thanked the volunteers for their commendable effort and also reiterated the fundamental

roles that volunteers play in supporting the organisation and our patients. Our Board Members, Mr Daniel Teo and Ms Joyce Ang were also present to give out awards to our top corporate, school and individual volunteers.

Corporate

- Top Corporate Volunteer 2013/14 – Sumitomo Corporation Asia & Oceania Pte Ltd
- Top Volunteer Group 2013/14 - Air Line Pilots Association of Singapore
- Top School Volunteer Group 2013/14 – Singapore Polytechnic Community Service & Cultural Club

Individuals

- Top 5 Individual Volunteers
- HNF “Iron Man” – Mr Ian Ang
- Volunteer Who Drove The Most Mileage – Mr Dennis Soh

We are appreciative of our volunteers’ steadfast services and assistance rendered for the past year. It was indeed heart-warming to see the passion and zeal in their unsparing efforts in bringing cheers to our patients. Ms Nurul Jannah Karim is one such volunteer. Through a collaboration between HNF and the Tan Tock Seng Virtual Hospital Befriender Programme, Jannah regularly spent her weekends with a befriended patient, providing him with much needed companionship and comfort. In addition, she took on the role of a photographer at our Walk for Love event for two consecutive years. Her buoyant and selfless attitude is indeed a role model to many others. We are never lack of strong helping hands with dedicated volunteers like Mr Dennis Soh and Mr Dennis Lee from the Air Line Pilots Association of Singapore (ALPA-S). They have shown unflagging energy and support in helping us with both the collection of donations-in-kind and delivery of donated items.

When it comes to creativity in fund-raising, we take our hats off to Mr Ian Ang who started his own fund-raising through a fitness campaign - IRONPROJECT and raised an impressive amount of \$7,800 in aid of HNF and our patients.

ALPA-S has always been a valued supporter of HNF, having rendered both time and financial assistance throughout the year. They garnered more than 10 pilots’ help in distributing goodie bags to patients during the Chinese New Year festive season and raised more than \$26,000 to help our needy patients with waivers of nursing fee.

A big thank you to all our valued volunteers!

THANKS TO YOU

The Home Nursing Foundation would like to thank all our donors for their generous and kind support for Financial Year 2013/2014. Your generosity made it possible for us to provide care to our patients in the comfort and familiarity of their own homes.

Donations of \$50,000 and above
Arts Associate Company Pte Ltd
Singapore Telecommunications Ltd

Donations of \$10,000 to \$49,999
ABN AMRO Bank N. V.
Asia Pacific Ladies Friendship Society of Japan
Choo Chiau Beng
Chuah Kee Heng
DBS Bank
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Sumitomo Corporation Asia & Oceania Pte Ltd
SymAsia Singapore Fund
Yeap Lam Hai

Donations of \$5,000 to \$9,999
Cheng Siy Joanna
Gok Hak Kheng
Khoo Whee Leng
Kwan Im Thong Hood Cho Temple
Liu Chow Yee
Loke Yuen Kin Ruby
Low Eng Meng Joseph
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Tan Khuan Seng
Tan Lee Hong
Teo Teow Hock Daniel
The Shaw Foundation Pte
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Toa Payoh Seu Teck Sean Tong
Wong Ling Ming

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Chan Ling Ling
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Chan Shi En Joanna
Chang Cheng Mei Caroline
Chang Joey
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Cheong Wai Kun
Chew Leng Hock
Chew Loo Chen
Chia Foong Lin
Chia Hong Hwa
Chin Yau Seng
Chock Ming Hui
Chew Loo Chen

Chia Foong Lin
Chia Hong Hwa
Chin Yau Seng
Chock Ming Hui
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Chong Kwok Whye
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Choon Henry
Chow Kwok Weng
Chow Pei Pei Cindy
Chua Choon Khim
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Chua Kim Suan
Chua Lee Choo Noreen
Chua Poh Choo Olivia
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Lee Hui San		Ng Su Lyn Lynette
Lee Hwee Kheng		Ng Wei Teck
Lee Kim Boon		NUS Senior Alumni
Lee Kim Tah Foundation		Oan Chim Seng
Lee Siak Chon		OES Construction Pte Ltd
Lee Siew Hwa		Oh Boon Hui Stella
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Leong Chiang Fatt		Ong Tiow Seng
Leong Heng Onn		Ong Yuen Lin
Leong Wai See		Pek Tiong Khuan
Leow Fan Siew		Poh Bee Li
Li Qian Wei		Poh Siok Fong
Lian Li Ting		Praveen Jain

Donations of \$1,000 to \$4,999 (Continued)		
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Rotary Club of Jurong Town, Singapore, The		Tang Kian Cheong
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Sim Boon Leng		Tay Kok Khiang
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Tan Angela G		Tseng Ren-Fa
Tan Chay Hoon		Twang Pok Tiang
Tan Cheng Soon		Valleteau De Moulliac Francois
Tan Ching Guei		Veerasingam Premkumar
Tan Chow Tee		Wan Fook Weng
Tan Ee Mei May		Wee Ann
Tan Eng Hwa		Wee Kim Buay
Tan Hong Beng		Wong Chun Mun
Tan Hui Eng		Wong Kiat Kong
Tan Kah Tiang		Wong Pui Ying
Tan Kay Boon		Wong Sick Wah Laval
Tan Kheng Lee Arnold		Wong Yunn Chii
Tan Mee Ling, Aileen		Woo Mei Lin Jacqueline
Tan Mei Ling		Woo Siew May
Tan See Gek		Yang Siew
Tan Siew Kia		Yeoh Kheng Chai
Tan Siew Ooa		Yeung Shun Yun
Tan Sock Hoon		Yong Chin Chin
Tan Soon Yee Carolyn		Yong Joo Thiam Leonard
Tan Tze Aun Adrian		Yu Lo Si Rosy
Tan Yang Guan		Zheng Baihui



Governance, Structure and Management

The Board of Management of the Charity may comprise up to ten board members and up to four co-opted board members. The Board of Management is elected by the members of the Charity in the Annual General Meeting.

As at 31 March 2014, the Board of Management comprised ten board members and one co-opted board member. The co-opted board member was elected by the Board of Management, as per the Constitution of the Charity. Additionally, the Board of Management was assisted by one Advisor to the Charity. The Board of Management met three times as at 31 March 2014 and will be meeting once more before the publication of this Annual Report and Financial Statements.

The Board of Management reviews regularly and sets the Charity’s strategic direction, oversees governance, is responsible for upholding the Charity’s values and ensuring that the Charity achieves its objectives. The Board of Management guides, advises and supports the Chief Executive Officer and approves annual budgets.

During the FY 2013/14, the Board warmly welcomed Mrs Tan Fong May to the Board of Management as a co-opted member. Mrs Tan Fong May comes with deep financial industry experience as well as wide experience in the secondary education sector. The Board of Management is grateful to Mrs Tan for stepping forward to serve the Charity and looks forward to Mrs Tan’s wise counsel and energetic contributions during her term. Mrs Tan serves on the Staff and Remunerations Sub-committee.

At the end of FY 2013/14, Ms Lee Yen Yen, Director of Nursing for Changi General Hospital, requested to step down from the Board of Management after having served for three years. She had also served as co-chairman of the Nursing and Continuing Education Sub-committee. The Board of Management has reluctantly acceded to her request and thanks Ms Lee deeply for her stalwart and immense contributions to the Charity.

Executive Committee and Sub-committees

Of the ten Board of Management members, four form the Executive Committee, comprising the President of the Charity, the Vice President, the Treasurer and the Secretary. In addition, the Board is supported by an Audit and Risk Sub-committee, a Communications and Development Sub-committee, a Nursing and Continuing Education Sub-committee, and a Staff and Remunerations Sub-committee. The Executive Committee and the Sub-committees have specific responsibilities in accordance with the name of their committee.

All Board Members and Co-opted Board Members serve on one or more Committees. The President of the Charity chairs the Executive Committee, and invites board members to chair and serve on the Sub-committees. The Committees provide counsel, expertise and support to the Chief Executive Officer and senior management of the Charity. The Advisor(s) provide valuable advice and support to the Board of Management and help inform the short and long term strategies and directions undertaken by the Charity. The Executive Committee and all Sub-committees meet regularly, with the Chief Executive Officer in attendance.

From left to right:
Ms Priscylla Shaw, President;
Mr Tan Shong Ye, Vice-President;
Mrs Teo Mei Wan, Secretary;
Mr Teo Teow Hock, Daniel, Treasurer;

From left to right:
Ms Ang Chin Lee, Joyce, Board Member;
Dr Chow Yeow Leng, Board Member;
Ms Lee Yen Yen, Board Member;
Mr Ng Wai King, Board Member;

From left to right:
Ms Tan Mee Ling, Aileen, Board Member;
Mrs Woo Yeng Yong, Sally, Board Member
Mrs Tan Fong May, Co-opted Board Member;
A/Prof Lim Ai Chi, Peter, Honorary Advisor



	Executive Committee	Audit & Risk Sub-committee	Nursing, Continuing Education & Training Sub-committee	Staff & Remuneration Sub-committee	Communication & Development Sub-committee
Ms Priscylla Shaw	President				
Mr Tan Shong Ye	Vice-President	X (Chairman)			
Mrs Teo Mei Wan	Secretary			X (Chairman)	
Mr Daniel Teo	Treasurer	X			
Ms Ang Chin Lee, Joyce				X	X
Dr Chow Yeow Leng			X	X	
Ms Lee Yen Yen		X	X (Chairman)		
Mr Ng Wai King		X			
Mrs Tan Fong May					X
Ms Tan Mee Ling, Aileen					X (Chairman)
Mrs Woo Yeng Yong, Sally		X		X	
A/Prof Lim Ai Chi, Peter		X	X		

Governance

INVESTMENT AND RESERVES POLICY

The Board is prudent about and endeavours to ensure that all money donated by the public is spent and managed appropriately, in accordance with charity law and in line with the wishes of the donors.

Professional Advisers

Statutory Auditor: Foo Kon Tan Grant Thornton LLP
Legal Advisor (Honorary): WongPartnership LLP

Management Board Members Overseeing Investment and Reserves

Mr Tan Shong Ye
Mr Teo Teow Hock
Ms Kwan Yeng Yong (Mrs Sally Woo)

Officers

Ms Christy Chong (Manager, Finance)
Ms Sharlene Kee (Manager, Communications and Development)

Investment Policy

There are two elements to the Investment Policy of HNF, operating two types of investment pools:
a) Investment-grade Bonds
b) Cash and Fixed Deposit Funds

The Board ensures that the money held by HNF is invested prudently and profitably over the long term.

The aim for the Bonds portfolio is to meet the income needs of the charity and to grow capital and income over the long term at a low level of risk. The aim of the Cash and Fixed Deposit portfolio is to meet the income needs of the charity. Investment performance is measured against current fixed deposit rates of the main local banks, agreed by the Board at quarterly meetings.

As at 31 March 2014, the value of the portfolio investment funds was S\$17,470,384, achieving an annual income of \$576,792 for FY 13/14 (equivalent yield of 3.3%)

Reserves Policy

The Board endeavours to hold sufficient funds in reserve to meet the charity’s needs for approximately three years as a minimum.

Unrestricted Funds comprise donations and other charitable income received for general-purpose charitable use. A portion of donations is designated by the Board for particular future purposes and is held pending application to respective designations. Unrestricted funds are often derived from unsolicited donations, rarely from legacies and are therefore unpredictable.

Restricted Funds would be established where monies are donated to HNF for special purposes. Such funds would be held in accordance with the wishes of the donors and used only when a purpose for which they are intended arises.

At 31 March 2014, the balance of the Restricted and Unrestricted funds totalled S\$23,443,475.

Expenditure for FY13/14 was \$5,937,633 (Expenditure is met by a combination of government funding, donations and patient fees).

FUTURE COMMITMENTS

We will continue to build on the tremendous public support for the HNF. HNF’s goal is to be at the forefront of home-patient care. Future goals include providing call-in services and up-to-date equipment for our non-ambulant or bedridden patients. New technology and an expansion of newly-formed specialist-care divisions will also provide opportunities to enhance care and the research underpinning our goals for the future. Public donations have always been critical to us but this is especially true when many people may be cutting down on their current charitable giving. With the demands on household income looking set to last, it is important to plan strategically for future needs.

CONFLICT OF INTEREST POLICY

All Board members, staff and volunteers are to understand and comply with HNF’s Conflict of Interest Policy which requires each to ensure that deliberations and decisions made are in the best interest of HNF. He/ She shall make full disclosure, the nature and extent of any relationship, arrangement, contract or agreement, which may result in a conflict of interest, real or perceived.

Board members and staff will not participate in decision making and approvals of transactions to which they have a conflict of interest.

All Board members and staff will be required to file in writing, an updated declaration on an annual basis. However, if at any time following the filing of his or her declaration there occurs any material change in the information contained in the declaration given, either by way of addition or deletion, that Board member or staff shall file a supplementary declaration describing such change, as soon as reasonably possible.

GOVERNANCE EVALUATION CHECKLIST

(Covering period 1 April 2013 to 31 March 2014)

HNF falls under Enhanced Tier of Guidelines for purposes of the Code of Governance for Charities and Institutions of a Public Character.

The Enhanced Tier covers IPCs with gross annual receipts of \$200,000 and up to \$10m in each of its two immediate preceding financial years.

The following disclosures have been made public through the Charity Portal.

S/No.	Code Description	Code ID	Response
BOARD GOVERNANCE			
A	Are there Board members holding staff appointments? (Skip items 1 and 2 of “No”)		No
1	If the governing instrument permits staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2	Not applicable
2	Staff does not chair the Board.	1.1.2	Not applicable
3	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman)	1.1.6	Complied
4	The Board has an audit committee (or designated Board members) with documented terms of reference).	1.2.1	Complied
5	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
CONFLICT OF INTEREST			
6	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied
7	Board members do not vote or participate in decision-making on matters where have a conflict of interest	2.4	Complied
STRATEGIC PLANNING			
8	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
9	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			
10	The Board approves documented human resource policies for staff.	5.1	Complied
11	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied
FINANCIAL MANAGEMENT AND CONTROLS			
12	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied
13	The Board ensures reviews on the charity’s controls, processes, key programmes and events.	6.1.3	Complied
14	The Board approves an annual budget for the charity’s plans and regularly monitors its expenditure.	6.2.1	Complied
15	The charity discloses its reserves policy in the annual report.	6.4.1	Complied
B	Does the charity invest its reserves? (Skip item 16 if “No”)		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.	6.4.3	Complied
FUNDRAISING PRACTICES			
17	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied
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
C	Are Board members remunerated for their Board services? (Skip items 19 and 20 if “No”)		No
19	No Board member is involved in setting his or her own remuneration.	2.2	Not applicable
20	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2	Not applicable
D	Does the charity employ paid staff? (Skip items 21 and 22 if “No”)		Yes
21	No staff is involved in setting his or her own remuneration.	2.2	Complied
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
PUBLIC IMAGE			
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied

2013/2014 Financial Statements

Foundation information

Foundation registration number	152/76 S344/82
Registered office	93 Toa Payoh Central, Toa Payoh Central Community Building #07-01 Singapore 319194
Board of Management	<div><div>Ms Priscylla Shaw Mr Tan Shong Ye Mr Daniel Teo Mrs Teo Mei Wan Ms Ang Chin Lee, Joyce Dr Chow Yeow Leng Ms Tan Mee Ling, Aileen Mr Ng Wai King Mrs Sally Woo Mrs Tan Fong May</div><div>President Vice-President Treasurer Secretary Board Member Board Member Board Member Board Member Board Member Co-opted Board Member (Appointed on 15 August 2013)</div></div>
Bankers	Oversea-Chinese Banking Corporation Limited Hong Leong Finance Limited
Independent auditor	Foo Kon Tan Grant Thornton LLP Public Accountants and Chartered Accountants 47 Hill Street #05-01 Singapore Chinese Chamber of Commerce & Industry Building Singapore 179365

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Statement by Management Committee

for the financial year ended 31 March 2014

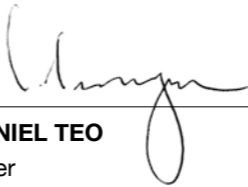
The Management Committee is responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Charities Act, Cap. 37, the Singapore Societies Act, Cap. 311 and Singapore Financial Reporting Standards. This responsibility includes selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

We, Tan Shong Ye and Daniel Teo, being the Vice-President and Treasurer of Home Nursing Foundation, do hereby state that, in the opinion of the Management Committee, the accompanying statement of financial position, statement of income and expenditure, statement of comprehensive income, statement of changes in funds and statement of cash flows, together with the notes thereon, are properly drawn up so as to give a true and fair view of the state of affairs of the Foundation as at 31 March 2014 and of the results, changes in accumulated funds and cash flows of the Foundation for the financial year ended on that date.

On behalf of the Management Committee



MR TAN SHONG YE
Vice-President



MR DANIEL TEO
Treasurer

Dated: 25 June 2014

Independent auditor's report to the members of Home Nursing Foundation

Report on the financial statements

We have audited the accompanying financial statements of Home Nursing Foundation (the "Foundation"), which comprise the statement of financial position as at 31 March 2014, statement of income and expenditure, statement of comprehensive income, statement of changes in funds and statement of cash flows of the Foundation for the financial year then ended, and a summary of significant accounting policies and other explanatory information.

Management Committee's responsibility for the financial statements

The Management Committee is responsible for the preparation and fair presentation of these financial statements in accordance with the Singapore Societies Act, Cap. 311 (the Societies Act), the Charities Act, Cap. 37 (the Charities Act), 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 profit and loss accounts and balance sheets 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 about whether the financial statements are free of 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 judgement, 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 control relevant to the entity's preparation of the financial statements 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 control. 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.

Opinion

In our opinion, the financial statements are properly drawn up in accordance with the Societies Act, Cap. 311, the Charities Act, Cap. 37, and Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Foundation as at 31 March 2014, and the results, changes in funds and cash flows of the Foundation for the financial year ended on that date.

Other matters

The financial statements for the financial year ended 31 March 2013 were audited by another firm of auditors whose audit report dated 27 June 2013 expressed an unqualified audit opinion on those financial statements.

Independent auditor's report to the members of Home Nursing Foundation (Cont'd)

Report on other legal and regulatory requirements

Management's Responsibility for Compliance with Legal and Regulatory Requirements

Management is responsible for ensuring that the receipts, expenditure, investment of moneys and the acquisition and disposal of assets, are in accordance with the provisions of the Charities Act, Cap. 37, the Charities (Institutions of a Public Character) (Amendment) Regulations 2008 and the Societies Act, Cap. 311 (the "Acts"). This responsibility includes implementing accounting and internal controls as management determines are necessary to enable compliance with the provisions of the Acts.

Auditor's Responsibility

Our responsibility is to express an opinion on management's compliance based on our audit of the financial statements. We conducted our audit in accordance with Singapore Standards on Auditing. We planned and performed the compliance audit to obtain reasonable assurance about whether the receipts, expenditure, investment of moneys and the acquisition and disposal of assets, are in accordance with the provisions of the Acts.

Our compliance audit includes obtaining an understanding of the internal control relevant to the receipts, expenditure, investment of moneys and the acquisition and disposal of assets; and assessing the risks of material misstatement of the financial statements from non-compliance, if any, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Because of the inherent limitations in any accounting and internal control system, non-compliances may nevertheless occur and not be detected.

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

Opinion

In our opinion:

- (a) the accounting and other records required by the regulations enacted under the Societies Act to be kept by the Foundation have been properly kept in accordance with those regulations; and
- (b) the fund-raising appeals held during the year ended 31 March 2014 have been carried out in accordance with Regulation 6 of the Societies Regulations issued under the Societies Act and proper accounts and other records have been kept of the fund-raising appeal.

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

- a. the use of the donation monies was not in accordance with the objectives of the Foundation as required under Regulation 16 of the Charities (Institutions of a Public Character) Regulations; and
- b. the Foundation has not complied with the requirements of Regulation 15 (fund-raising expenses) of the Charities (Institutions of a Public Character) Regulations.

FOOKONTAN GRANT THORNTON LLP

Foo Kon Tan Grant Thornton LLP
Public Accountants and
Chartered Accountants

Singapore,
25 June 2014

Statement of financial position

as at 31 March 2014

	Note	2014 \$	2013 \$
Assets			
Non-Current Assets			
Property, plant and equipment	3	1,009,701	948,764
Investment securities	4	16,486,286	12,248,954
		17,495,987	13,197,718
Current Assets			
Inventory		42,600	46,350
Trade and other receivables	5	810,227	626,097
Investment securities	4	1,012,615	3,000,531
Cash and cash equivalents	6	7,202,823	9,409,834
		9,068,265	13,082,812
Total assets		26,564,252	26,280,530
Funds			
General Operating Fund		3,134,016	2,901,959
Expendable Endowment Fund		17,526,385	17,580,443
Specific Fund – Corporate Adoption Scheme Fund	7	3,020,447	2,961,073
Total funds		23,680,848	23,443,475
Liabilities			
Non-Current Liabilities			
Deferred income	8	599,036	647,698
		599,036	647,698
Current Liabilities			
Trade and other payables	9	2,284,368	2,189,357
		2,284,368	2,189,357
Total liabilities		2,883,404	2,837,055
Total funds and liabilities		26,564,252	26,280,530

The annexed notes form an integral part of and should be read in conjunction with these financial statements.

Statement of Income and Expenditure

for the financial year ended 31 March 2014

	Note	General Operating Fund		Expendable Endowment Fund		Specific Fund – Corporate Adoption Scheme Fund		Total	
		2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$
Income									
Government subvention and other subsidy		1,780,931	1,062,557	–	–	–	–	1,780,931	1,062,557
Government operating grant		1,322,041	1,007,598	–	–	–	–	1,322,041	1,007,598
Service fees		766,002	525,303	–	–	–	–	766,002	525,303
General donations	10(i)	651,621	507,518	–	–	–	–	651,621	507,518
Fund raising projects	10(ii)	868,887	1,021,051	–	–	–	–	868,887	1,021,051
Interest income:									
– cash at bank and fixed deposits		21,166	22,191	–	–	–	–	21,166	22,191
– investment securities		537,652	454,224	–	–	–	–	537,652	454,224
Less: Allocation from/(to) various funds		(489,645)	(411,885)	430,271	352,774	59,374	59,111	–	–
		69,173	64,530	430,271	352,774	59,374	59,111	558,818	476,415
Membership subscription		767	1,019	–	–	–	–	767	1,019
Amortisation of deferred capital grant and asset donations	8	87,787	127,524	–	–	–	–	87,787	127,524
Miscellaneous income		138,152	139,640	–	–	–	–	138,152	139,640
Total income		5,685,361	4,456,740	430,271	352,774	59,374	59,111	6,175,006	4,868,625

The annexed notes form an integral part of and should be read in conjunction with these financial statements.

Statement of income and expenditure (Cont'd)

for the financial year ended 31 March 2014

	Note	General Operating Fund		Expendable Endowment Fund		Specific Fund – Corporate Adoption Scheme Fund		Total	
		2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$
Expenditure									
Staff costs:									
– wages and salaries		3,310,893	2,930,595	–	–	–	–	3,310,893	2,930,595
– contributions to defined contribution plans		464,465	416,427	–	–	–	–	464,465	416,427
– staff benefits		185,692	127,095	–	–	–	–	185,692	127,095
Fund raising projects		226,135	217,576	–	–	–	–	226,135	217,576
Transport		137,837	114,409	–	–	–	–	137,837	114,409
Supplies and materials		540,825	87,986	–	–	–	–	540,825	87,986
Loss on disposal of property, plant and equipment		9	1,998	–	–	–	–	9	1,998
Community networking and volunteer management		7,419	3,513	–	–	–	–	7,419	3,513
Rental/operating lease expense		80,928	67,028	–	–	–	–	80,928	67,028
Maintenance fees:									
– vehicles		2,639	3,308	–	–	–	–	2,639	3,308
– equipment		25,251	20,228	–	–	–	–	25,251	20,228
– building		126,480	116,585	–	–	–	–	126,480	116,585
Administration expenses		200,638	140,836	–	–	–	–	200,638	140,836
Contract services		302,446	219,837	–	–	–	–	302,446	219,837
Bad debts		236	–	–	–	–	–	236	–
Depreciation of property, plant and equipment	3	140,692	239,977	–	–	–	–	140,692	239,977
General publicity		96,682	47,255	–	–	–	–	96,682	47,255
Goods and services tax		88,366	59,227	–	–	–	–	88,366	59,227
Total expenditure		5,937,633	4,813,880	–	–	–	–	5,937,633	4,813,880
(Deficit)/Excess of income over expenditure for the year		(252,272)	(357,140)	430,271	352,774	59,374	59,111	237,373	54,745

The annexed notes form an integral part of and should be read in conjunction with these financial statements.

Statement of comprehensive income

for the financial year ended 31 March 2014

	2014 \$	2013 \$
Excess of income over expenditure for the year	237,373	54,745
Other comprehensive income at nil tax	–	–
Total comprehensive income for the year	237,373	54,745

The annexed notes form an integral part of and should be read in conjunction with these financial statements.

Statement of changes in funds

for the financial year ended 31 March 2014

	Note	General Operating Fund \$	Expendable Endowment Fund \$	Specific Fund – Corporate Adoption Scheme Fund \$	Total \$
At 1 April 2012		3,167,960	17,318,808	2,901,962	23,388,730
Excess of income over expenditure for the year		(357,140)	352,774	59,111	54,745
Other comprehensive income		–	–	–	–
Total comprehensive (expense)/income for the year		(357,140)	352,774	59,111	54,745
Transfer of funds	7	91,139	(91,139)	–	–
At 31 March 2013		2,901,959	17,580,443	2,961,073	23,443,475
Excess of income over expenditure for the year		(252,272)	430,271	59,374	237,373
Other comprehensive income		–	–	–	–
Total comprehensive (expense)/income for the year		(252,272)	430,271	59,374	237,373
Transfer of funds	7	484,329	(484,329)	–	–
At 31 March 2014		3,134,016	17,526,385	3,020,447	23,680,848

The annexed notes form an integral part of and should be read in conjunction with these financial statements.

Statement of cash flows

for the financial year ended 31 March 2014

	2014 \$	2013 \$
Cash flows from operating activities		
Excess of income over expenditure	237,373	54,745
Adjustments for:		
Amortisation of deferred income	(87,787)	(127,524)
Depreciation of property, plant and equipment	140,692	239,977
Interest income	(558,818)	(476,415)
Loss on disposal of property, plant and equipment	10	1,998
Deferred income	39,125	–
	(229,405)	(307,219)
Changes in inventories	3,750	2,850
Changes in trade and other receivables	(128,598)	(52,470)
Changes in trade and other payables	95,011	1,385,776
Net cash (used in)/generated from operating activities	(259,242)	1,028,937
Cash Flows from Investing Activities		
Interest received	653,120	514,180
Proceeds from redemption of investment securities	3,750,000	3,000,000
Purchase of investment securities	(6,149,250)	(3,648,400)
Proceeds from disposal of property, plant and equipment	–	4,828
Purchase of property, plant and equipment	(201,639)	(217,173)
Net cash used in investing activities	(1,947,769)	(346,565)
Net (decrease)/increase in cash and cash equivalents	(2,207,011)	682,372
Cash and cash equivalents at beginning of year	9,409,834	8,727,462
Cash and cash equivalents at end of year	7,202,823	9,409,834

The annexed notes form an integral part of and should be read in conjunction with these financial statements.

Notes to the financial statements

for the financial year ended 31 March 2014

1 General information

The financial statements of the Foundation for the year ended 31 March 2014 were authorised for issue in accordance with a resolution of the Management on the date of Statement by the Management Committee.

Home Nursing Foundation (the Foundation) is registered as a Voluntary Welfare Organisation in accordance with the Societies Act, Cap 311, and Institution of a Public Character (IPC) under the Charities Act (Cap 37).

The principal objective of the Foundation, which is registered in the Republic of Singapore, is to provide home nursing services to the non-ambulant and aged sick in their own home.

The registered office of the Foundation is at 93 Toa Payoh Central, Toa Payoh Central Community Building, #07-01, Singapore 319194.

2(a) Basis of preparation

The financial statements are prepared in accordance with Singapore Financial Reporting Standards ("FRS") including related Interpretations to FRS ("INT FRS") promulgated by the Accounting Standards Council. The financial statements have been prepared under the historical cost convention, except as disclosed in the accounting policies below.

The financial statements are presented in Singapore dollars which is the Foundation's functional currency. All financial information has been presented in Singapore dollars, unless otherwise stated.

The accounting policies used by the Foundation have been applied consistently to all periods presented in these financial statements.

Significant accounting estimates and judgements

The preparation of the financial statements in conformity with FRS requires the use of judgements, estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the financial year. Although these estimates are based on management's best knowledge of current events and actions, actual results may differ from those estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

The critical accounting estimates and assumptions used and area involving a high degree of judgement are described below:

(a) Estimation Uncertainty

Depreciation of property, plant and equipment

Property, plant and equipment are depreciated on a straight-line basis over their estimated useful lives. Changes in the expected level of usage, maintenance programmes, 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 at the reporting date was \$1,009,701 (2013: \$948,764).

Impairment of non-financial assets

Property, plant and equipment are tested for impairment whenever there is any objective evidence or indication that these assets may be impaired.

Notes to the financial statements

for the financial year ended 31 March 2014

2(a) Basis of preparation (Cont'd)

Significant accounting estimates and judgements (Cont'd)

(a) Estimation Uncertainty (Cont'd)

Impairment of non-financial assets (Cont'd)

The recoverable amounts of these assets and, where applicable, cash-generating units, have been determined based on value-in-use calculations. These calculations require the use of estimates. Estimating the value in use requires the Foundation to make an estimate of the expected future cash flows from the cash-generating unit (or group of cash-generating units) and also to use many estimates and assumptions such as future market growth, forecast revenue and costs, useful lives of utilisation of the assets, discount rates and other factors. The carrying amount of non-financial assets at the reporting date was \$1,009,701 (2013: \$948,764).

Allowance for bad and doubtful debts

Allowances for bad and doubtful debts are based on an assessment of the recoverability of trade and other receivables. Allowances are applied to trade and other receivables where events or changes in circumstances indicate that the balances may not be collectible. The identification of bad and doubtful debts requires the use of judgement and estimates. Where the expected outcome is different from the original estimate, such difference will impact carrying value of trade and other receivables and doubtful debt expenses in the year in which such estimate has been changed. The carrying amount of trade and other receivables at the reporting date was \$810,227 (2013: \$626,097).

Allowance for inventories

A review is made periodically on inventories for excess inventories and decline in net realisable value below cost and a provision will be made against the inventory balance for any such decline. These reviews require management to estimate future demand for products. Possible changes in these estimates could result in revisions to the valuation of inventories. The carrying amount of inventories at the reporting date was \$42,600 (2013: \$46,350).

Impairment of financial assets (investment securities)

The Foundation has invested in investment securities with a carrying value of \$17,498,901 (2013: \$15,249,485). Investment securities are tested for impairment if indicators of impairment are identified. The recoverable amounts of the assets are estimated in order to determine the extent of the impairment loss, if any. Such impairment loss is recognised in the statement of comprehensive income.

Management judgement is required in the area of asset impairment, particularly in assessing: (1) whether an event has occurred that may indicate that the related asset values may not be recoverable; (2) whether the carrying value of an asset can be supported by the net present value of future cash flows which are estimated based upon the continued use of the asset in the business. (3) the appropriate key assumptions to be applied in preparing cash flow projections including whether these cash flow projections are discounted using an appropriate rate. Changing the assumptions selected by management to determine the level, if any, of impairment, including the discount rates or the growth rate assumptions in the cash flow projections could materially affect the net present value used in the impairment test and as a result affect the Foundation's results.

Significant judgement is applied by management in determining the recoverability of the assets. Judgements in identifying impairment losses include a review whether market, economic or company-specific conditions have significantly improved or deteriorated since the time of the original investment. The recoverable amounts may differ significantly from the carrying amounts at the reporting date had a readily available market for such Assets existed, or had such assets been liquidated, and the differences could be material to the financial statements.

Notes to the financial statements

for the financial year ended 31 March 2014

2(a) Basis of preparation (Cont'd)

Significant accounting estimates and judgements (Cont'd)

(b) Judgement

Useful life of the building renovation

The building renovation is depreciated over its estimated useful life of 30 years. The management is of the view that it will be able to renew its lease agreement and continue to use the building over its remaining estimated useful life.

Identification of functional currencies

Singapore dollars is the presentational currency and functional currency of the Foundation.

Determination of functional currency involves significant judgment. The functional currency of the Foundation is principally determined by the primary economic environment in which it operates.

The Foundation reconsiders its functional currency if there is a change in the underlying transactions, events and conditions which determine their primary economic environment. The determination of functional currency affects the carrying value of non-current assets included in the statement of financial position and, as a consequence, the amortisation of those assets included in the income statement. It also impacts exchange gains and losses included in the income statement.

2(b) Interpretations and amendments to published standards

Adoption of new or revised accounting standards and interpretations effective in 2014

On 1 April 2013, the Foundation adopted FRS that was mandatory for application from that date.

Reference	Description
FRS 1	Presentation of Items of Other Comprehensive Income
FRS 19	Employee Benefits
FRS 107	Disclosures – Offsetting Financial Assets and Financial Liabilities
FRS 113	Fair Value Measurement
Improvements to FRSs 2012	
– Amendments to FRS 1	Presentation of Financial Statements
– Amendments to FRS 16	Property, Plant and Equipment
– Amendments to FRS 32	Financial Instruments: Presentation
Revised FRS 27	Separate Financial Statements
Revised FRS 28	Investments in Associates and Joint Ventures
FRS 110	Consolidated Financial Statements
FRS 111	Joint Arrangements
FRS 112	Disclosure of Interests in Other Entities
Amendments to FRS 32	Offsetting Financial Assets and Financial Liabilities

The adoption of these new FRSs did not result in substantial changes to the Foundation's accounting policies or any significant impact on these financial statements.

Notes to the financial statements

for the financial year ended 31 March 2014

2(b) Interpretations and amendments to published standards (Cont'd)

New or revised accounting standards and interpretations not yet effective

At the date of authorisation of these financial statements, the following FRSs were issued but not yet effective:

Reference	Description	Effective date (Annual periods beginning on or after)
	Amendments to SB-FRS 19: Defined Benefit Plans: Employee Contributions	1 July 2014
Revised FRS 19		
Improvements to FRSs 2014		
– Amendments to FRS 102	Share-based Payment	1 July 2014
– Amendments to FRS 103	Business Combinations	1 July 2014
– Amendments to FRS 108	Operating Segments	1 July 2014
– Amendments to FRS 16	Property, Plant and Equipment	1 July 2014
– Amendments to FRS 24	Related Party Disclosures	1 July 2014
– Amendments to FRS 38	Intangible Assets	1 July 2014
– Amendments to FRS 113	Fair Value Measurement	1 July 2014
– Amendments to FRS 40	Investment Property	1 July 2014

The Management does not anticipate that the adoption of such standards and interpretations in future periods will have a material impact on the financial statements of the Foundation.

2(c) Summary of significant accounting policies

Property, plant and equipment and depreciation

Property, plant and equipment are stated at cost less accumulated depreciation and impairment losses, if any. Depreciation is computed utilising the straight-line method to write off the cost of these assets over their estimated useful lives as follows:

Building renovation and improvements	5 – 30 years
Office and computer equipment	3 – 5 years
Medical equipment	5 years
Furniture and fittings	5 years
Motor vehicles	5 years

The building renovation of the Foundation has been depreciated over its estimated useful life, which assumes that the Foundation will be able to continue to use the present premises over the remaining estimated useful life of the building.

The cost of property, plant and equipment includes expenditure that is directly attributable to the acquisition of the items. Dismantlement, removal or restoration costs are included as part of the cost of property, plant and equipment if the obligation for dismantlement, removal or restoration is incurred as a consequence of acquiring or using the asset. Cost may also include transfers from equity of any gains/losses on qualifying cash flow hedges of foreign currency purchases of plant and equipment.

Subsequent expenditure relating to plant and equipment that have been recognised is added to the carrying amount of the asset when it is probable that future economic benefits, in excess of the standard of performance of the asset before the expenditure was made, will flow to the Foundation and the cost can be reliably measured. Other subsequent expenditure is recognised as an expense during the financial year in which it is incurred.

Notes to the financial statements

for the financial year ended 31 March 2014

2(c) Summary of significant accounting policies (Cont'd)

Property, plant and equipment and depreciation (Cont'd)

For acquisitions and disposals during the financial year, depreciation is provided from the month of acquisition and to the month before disposal respectively. Fully depreciated, plant and equipment are retained in the books of accounts until they are no longer in use.

Depreciation methods, useful lives and residual values are reviewed, and adjusted as appropriate, at each reporting date as a change in estimates.

An item of plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. The gain or loss arising on disposal or retirement of an item of plant and equipment is determined as the difference between the sales proceeds and the carrying amounts of the asset. Any gain or loss on derecognition of the asset is included in the profit or loss in the year the asset is derecognised.

Deferred income

Grants from government for the purchase of property, plant and equipment are taken to the deferred income. Deferred income is recognised in the statement of comprehensive income on a systematic basis over the periods necessary to match the depreciation of property, plant and equipment which they are intended to compensate. On disposal of the property, plant and equipment, the balance of the related grants is recognised in the statement of comprehensive income to match the net book value of the property, plant and equipment disposed of.

Grants in respect of the current year's operating expenses are recognised as income in the same year. Grants which are received but not utilised are included in the grants received in advance account. Grants are accounted for on an accrual basis.

Inventories

Inventories consist of consumables which are carried at the lower of cost and net realisable value. Cost is determined on a first-in, first-out basis, and includes all costs in bringing the inventories to their present location and condition.

Write-down is made, where necessary, for obsolete, slow-moving or defective inventories in arriving at the net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs necessary to make the sale. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value, is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

Financial assets

Financial assets, other than hedging instruments, can be divided into the following categories: financial assets at fair value through profit or loss, held-to-maturity investments, loans and receivables and available-for-sale financial assets. Financial assets are assigned to the different categories by management on initial recognition, depending on the purpose for which the investments were acquired. The designation of financial assets is re-evaluated and classification may be changed at the reporting date with the exception that the designation of financial assets at fair value through profit or loss is not revocable.

All financial assets are recognised on their trade date – the date on which the Foundation commits to purchase or sell the asset. Financial assets are initially recognised at fair value, plus directly attributable transaction costs except for financial assets at fair value through profit or loss, which are recognised at fair value.

Notes to the financial statements

for the financial year ended 31 March 2014

2(c) Summary of significant accounting policies (Cont'd)

Financial assets (Cont'd)

Derecognition of financial instruments occurs when the rights to receive cash flows from the investments expire or are transferred and substantially all of the risks and rewards of ownership have been transferred.

Financial assets and financial liabilities are offset and the net amount presented in the statement of financial position when, and only when, the Foundation currently has a legally enforceable right to set off the recognised amounts; and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

An assessment for impairment is undertaken at least at the end of each reporting period whether or not there is objective evidence that a financial asset or a group of financial assets is impaired.

Non-compounding interest and other cash flows resulting from holding financial assets are recognised in profit or loss when received, regardless of how the related carrying amount of financial assets is measured.

The Foundation holds financial assets at fair value through profit or loss, held-to-maturity investments and loans and receivables. The Foundation does not hold available-for-sale financial assets.

Financial assets at fair value through profit or loss

A financial asset is classified as fair value through profit or loss if it is classified as held for trading or is designated by the Foundation to be carried at fair value through profit or loss upon initial recognition. In addition, derivative financial instruments that do not qualify for hedge accounting are classified as held for trading. Assets in this category are classified as current assets if they are either held for trading or are expected to be realised within 12 months of the end of reporting period. Financial assets are designated at fair value through profit or loss if the Foundation manages such investments and makes purchase and sale decision based on their fair value in accordance with the Foundation's documented risk management or investment strategy. Attributable transaction costs are recognised in profit or loss as incurred. Financial assets at fair value through profit or loss are measured at fair value, and changes therein, which takes into account any dividend income, are recognised in profit and loss.

Financial assets designated at fair value through profit or loss comprises non-cumulative, non-convertible, non-voting preference shares which are perpetual securities with no maturity dates.

Held-to-maturity financial assets

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and a fixed date of maturity that the Foundation has the positive intent and ability to hold to maturity. Held-to-maturity financial assets are recognised initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, held-to-maturity financial assets are measured at amortised cost using the effective interest method. In addition, if there is objective evidence that the investment has been impaired, the financial asset is measured at the present value of estimated future cash flows. Any changes to the carrying amount of the investment are recognised in profit or loss. Any reversal shall not result in a carrying amount that exceeds what the amortised cost would have been had any impairment loss not been recognised at the date the impairment is reversed. Any reversal is recognised in the profit or loss.

Any sale or reclassification of a more than insignificant amount of held-to-maturity investments not close to their maturity would result in the reclassification of all held-to-maturity investments as available for sale and prevent the Foundation from classifying investment securities as held-to-maturity for the current and the following two financial years.

Held-to-maturity financial assets comprise quoted debt securities.

Notes to the financial statements

for the financial year ended 31 March 2014

2(c) Summary of significant accounting policies (Cont'd)

Financial assets (Cont'd)

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the end of reporting period. These are classified as non-current assets.

They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. If there is objective evidence that the asset has been impaired, the financial asset is measured at the present value of the estimated future cash flows discounted at the original effective interest rate. Impairment losses are reversed in subsequent periods when an increase in the asset's recoverable amount

can be related objectively to an event occurring after the impairment was recognised, subject to a restriction that the carrying amount of the asset at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised. The impairment or writeback is recognised in the profit or loss.

Loans and receivables comprise cash and cash equivalents and trade and other receivables, excluding prepayments.

Determination of fair value

The fair values of quoted financial assets are based on current bid prices. If the market for a financial asset is not active or is unquoted, the Foundation establishes fair value by using valuation techniques. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models, making maximum use of market inputs. Where fair value of unquoted instruments cannot be measured reliably, fair value is determined by the transaction price.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and bank balances and bank deposits.

Financial liabilities

The Foundation's financial liabilities include trade and other payables, excluding deferred income.

Financial liabilities are recognised when the Foundation becomes a party to the contractual agreements of the instrument. Financial liabilities are derecognised if the Foundation's obligations specified in the contract expire or are discharged or cancelled.

Financial assets and financial liabilities are offset and the net amount presented in the statement of financial position when, and only when, the Foundation currently has a legally enforceable right to set off the recognised amounts; and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Gains and losses are recognised in profit or loss when the liabilities are derecognised as well as through the amortisation process.

Trade and other payables are initially measured at fair value, and subsequently measured at amortised cost, using the effective interest method.

Notes to the financial statements

for the financial year ended 31 March 2014

2(c) Summary of significant accounting policies (Cont'd)

Impairment of financial assets

Non-derivative financial assets

A financial asset not carried at fair value through profit or loss is assessed at the end of each reporting period to determine whether there is objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates that a loss event has occurred after the initial recognition of the asset, and that the loss event has a negative effect on the estimated future cash flows of that asset that can be estimated reliably.

Objective evidence that financial assets are impaired can include default or delinquency by a debtor, restructuring of an amount due to the Foundation on terms that the Foundation would not consider otherwise, indications that a debtor or issuer will enter bankruptcy, adverse changes in the payment status of borrowers or issuers in the Foundation, economic conditions that correlate with defaults or the disappearance of an active market for a security.

Loans and receivables and held-to-maturity investment securities

The Foundation considers evidence of impairment for loans and receivables and held-to-maturity investment securities at both a specific asset and collective level. All individually significant loans and receivables and held-to-maturity investment securities are assessed for specific impairment. All individually significant receivables and held-to-maturity investment securities found not to be specifically impaired are then collectively assessed for any impairment that has been incurred but not yet identified. Loans and receivables and held-to-maturity investment securities that are not individually significant are collectively assessed for impairment by grouping together receivables and held-to-maturity investment securities with similar risk characteristics.

In assessing collective impairment, the Foundation uses historical trends of the probability of default, timing of recoveries and the amount of loss incurred, adjusted for management's judgment as to whether current economic and credit conditions are such that the actual losses are likely to be greater or less than suggested by historical trends.

An impairment loss in respect of a financial asset measured at amortized cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. Losses are recognised in profit or loss and reflected in an allowance account against loans and receivables or held-to-maturity investment securities. Interest on the impaired asset continues to be recognized. When a subsequent event causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through profit or loss.

Provisions

A provision is recognised if, as a result of a past event, the Foundation has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability. The unwinding of the discount is recognised as finance cost.

Funds

General Operating Fund

Income and expenditure relating to the main activities of the Foundation are accounted for through the General Operating Fund in the Statement of Income and Expenditure.

Notes to the financial statements

for the financial year ended 31 March 2014

2(c) Summary of significant accounting policies (Cont'd)

Funds (Cont'd)

Expendable Endowment Fund

The Expendable Endowment Fund, which was established under the Foundation's by laws on 23 January 2008, consists of:

1. All specific donations and gifts intended for the Expendable Endowment Fund;
2. All surplus of the General Operating Fund in excess of the operating expenditure of the past 1 year; and
3. Such other monies as the Board of Management may determine to transfer to the Expendable Endowment Fund.

The Expendable Endowment Fund is intended to generate investment income that can be used for the Foundation's activities.

The Expendable Endowment Fund may be used for such purposes as may be approved by the Board of Management.

Corporate Adoption Scheme Fund

Donations by sponsors for acquiring the right to name the adopted Function Hall for the period of sponsorship, under the Foundation's Corporate Adoption Scheme, are taken to the Corporate Adoption Scheme Fund in the Statement of Income and Expenditure on Specific Funds.

Operating leases

Where the Foundation is a lessee

Where the Foundation has the use of assets under operating leases, payments made under the leases are recognised in profit or loss on a straight-line basis over the term of the lease. Lease incentives received are recognised in profit or loss as a reduction of rental expense on a straight-line over the term of the lease term.

Employee benefits

Short-term employee benefits

Short-term benefit obligations, including accumulated compensated absences, are measured on an undiscounted basis and are expensed as the related service is provided. A provision is recognised for the amount expected to be paid under short-term cash bonuses if the Foundation has a present legal or constructive obligation to pay this amount as a result of past service provided by the employee and the obligation can be estimated reliably.

Defined contribution plans

Contributions to post-employment benefits under defined contribution plans are recognised as an expense in the income statement as incurred.

Key management personnel

Key management personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the Foundation.

Notes to the financial statements

for the financial year ended 31 March 2014

2(c) Summary of significant accounting policies (Cont'd)

Impairment of non-financial assets

The carrying amounts of non-financial assets subject to impairment are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated. Goodwill impairment reviews are undertaken annually or more frequently if events or changes in circumstances indicate a potential impairment. An impairment loss is recognised if the carrying amount of an asset or its related cash-generating unit (CGU) exceeds its estimated recoverable amount.

The recoverable amount of an asset or CGU is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset or CGU.

For the purpose of impairment testing, assets that cannot be tested individually are grouped together into the smallest group of assets that generates cash inflows from continuing use that are largely independent of the cash inflows of other assets or CGU.

Individual assets or cash-generating units that include goodwill and other intangible assets with an indefinite useful life or those not yet available for use are tested for impairment at least annually or more often if there are indicators of impairment. All other individual assets or cash-generating units are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

Impairment losses are recognised in profit or loss.

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.

Functional and presentation currency

Items included in the financial statements of each entity in the Foundation are measured using the currency of the primary economic environment in which the entity operates ("functional currency"). The functional currency of the Foundation is Singapore Dollars.

Conversion of foreign currencies

Transactions and balances

Transactions in a currency other than the functional currency ("foreign currency") are translated into the functional currency using the exchange rates at the date of the transactions. Currency translation differences from the settlement of such transactions and from the translation of monetary assets and liabilities denominated in foreign currencies at the closing rates at the end of the reporting period are recognised in the profit or loss.

Non-monetary items measured at fair values in foreign currencies are translated using the exchange rates at the date when the fair values are determined.

Non-monetary items that are measured in terms of historical cost in a foreign currency are translated using the exchange rates at the date of the translations.

Notes to the financial statements

for the financial year ended 31 March 2014

2(c) Summary of significant accounting policies (Cont'd)

Government subvention and grants

Government subvention is recognised in the statement of income and expenditure when the right to receive payment is established which is when services are performed. Government subvention may be adjusted subsequently when the Government has reviewed and finalised the subvention paid and payable to the Foundation.

Grants from the government to meet the Foundation's operating expenses are recognised as income to match the related operating expenditure.

Government grants for the purchase of depreciable assets are taken to the Deferred Income Account. The grants are recognised as income over the useful lives of the related assets to match the depreciation of those assets.

Both operating and capital grants are accounted for on an accrual basis.

Revenue recognition

- (i) Service fee is recognised when services are rendered.
- (ii) Donations and income from fund raising projects are recognised as and when the right to receive is established. Donations received in advance for future fund raising projects are deferred and recognised as incoming resources as and when the fund raising projects are held.
- (iii) Interest income is recognised on an effective interest basis. All interest income is first credited to the General Operating Fund. It is then allocated to various funds based on the average fund balance during the year.
- (iv) All other income including membership subscriptions are recognised over the membership period on a straight line basis.

Notes to the financial statements

for the financial year ended 31 March 2014

3 Property, plant and equipment

	Building renovation and improvements	Office equipment \$	Medical equipment \$	Furniture and fittings \$	Motor vehicles \$	Work-in- progress \$	Total \$
Cost							
At 1 April 2012	1,640,190	982,082	700	211,365	25,919	–	2,860,256
Additions	–	49,083	20,000	–	–	148,090	217,173
Disposals	–	(198,100)	–	(206)	–	–	(198,306)
At 31 March 2013	1,640,190	833,065	20,700	211,159	25,919	148,090	2,879,123
Additions	11,879	6,406	3,651	–	–	179,703	201,639
Disposals	(48)	(69,494)	–	(1,372)	–	–	(70,914)
Write off	–	(55,000)	–	–	–	–	(55,000)
Transfer in/transfer out of assets under work-in-progress	–	47,530	–	–	–	(47,530)	–
At 31 March 2014	1,652,021	762,507	24,351	209,787	25,919	280,263	2,954,848
Accumulated depreciation							
At 1 April 2012	875,031	803,568	700	185,701	16,862	–	1,881,862
Depreciation for the year	78,310	130,054	3,704	22,725	5,184	–	239,977
Disposals	–	(191,274)	–	(206)	–	–	(191,480)
At 31 March 2013	953,341	742,348	4,404	208,220	22,046	–	1,930,359
Depreciation for the year	42,356	86,006	6,719	1,738	3,873	–	140,692
Disposals	(48)	(69,484)	–	(1,372)	–	–	(70,904)
Write off	–	(55,000)	–	–	–	–	(55,000)
At 31 March 2014	995,649	703,870	11,123	208,586	25,919	–	1,945,147
Net book value							
At 31 March 2014	656,372	58,637	13,228	1,201	–	280,263	1,009,701
At 31 March 2013	686,849	90,717	16,296	2,939	3,873	148,090	948,764

The building renovation is depreciated over its estimated useful life of 30 years. The Foundation is of the view that it will be able to renew its lease agreement and continue to use the building over its remaining estimated useful life. The latest lease agreement is from 30 January 2013 to 29 January 2016. Of the carrying amount of building renovation and improvements, \$555,171 (2013: \$573,640) was acquired through government grants.

Property, plant and equipment which are work-in-progress relates to information technology hardware and software acquired by the Foundation during the year, with the intention of enhancing the Integrated Home Care IT System. The Foundation has commenced installation of the information technology infrastructure, with costs capitalised up to the reporting date totaling \$280,263 (2013: \$148,090).

Notes to the financial statements

for the financial year ended 31 March 2014

4 Investment securities

	2014 \$	2013 \$
Held-to-maturity financial assets		
– Bonds (carrying amount at amortised cost)	15,463,801	13,169,564
Financial assets designated at fair value through profit or loss		
– Preference shares	2,035,100	2,079,921
	17,498,901	15,249,485

	2014 \$	2013 \$
Non-current	16,486,286	12,248,954
Current	1,012,615	3,000,531
	17,498,901	15,249,485
Market value	17,570,300	15,527,875

The above held-to-maturity investment securities represent investment in bonds issued by Housing Development Board and corporations listed on the Singapore Stock Exchange and are held primarily to provide an investment return for the Foundation. The bonds have fixed interest rates of 2.15% to 5.75% (2013: 2.15% to 5.75%) per annum. The bonds have a maturity period of one to eight years from the reporting date.

The maximum exposure to credit risk of the bonds at the reporting date is the carrying amount.

Financial assets designated at fair value through profit or loss comprises non-cumulative, non-convertible, non-voting preference shares which are perpetual securities with no maturity dates.

5 Trade and other receivables

	2014 \$	2013 \$
Subvention receivable	266,866	15,142
Interest receivable	126,992	133,526
Deposits	15,998	14,412
Grants receivable	363,510	432,649
Other receivables	4,540	16,490
Loans and receivables	777,906	612,219
Prepayments	32,321	13,878
	810,227	626,097

Subvention receivable of \$266,866 (2013: \$15,142) includes the subvention of home nursing and home medical due from the Ministry of Health.

Notes to the financial statements

for the financial year ended 31 March 2014

5 Trade and other receivables (Cont'd)

Grants receivable at the reporting date includes the following:

- Grants of \$196,616 (2013: \$110,685) and \$223,821 (2013: \$Nil) due from Ministry of Health and Agency for Integrated Care Pte Ltd under the Intermediate and Long-term Care Salary Adjustment Exercise Program and Seniors' Mobility and Enabling Fund respectively.
- Grants of Nil (2013: \$305,813) due from the Tote Board Community Healthcare Fund under the Integrated Home Care Program.

The Foundation believes that no impairment allowance is necessary as the receivables are due from counterparties that have a good credit standing.

Trade and other receivables are denominated in Singapore dollars.

6 Cash and cash equivalents

	2014 \$	2013 \$
Cash at banks	5,387,632	4,496,888
Short-term deposits	1,815,191	4,912,946
	7,202,823	9,409,834

Cash and cash equivalents are denominated in Singapore dollars.

The effective interest rates of fixed deposits range from 0.3275% to 0.9% (2013 – 0.2875% to 1.1%) per annum and mature within 1 year.

7 Specific Funds

Gross transfers between funds

On 24 January 2014, an amount of \$216,313 (2013: \$230,959) was approved by the Board of Management to be transferred from the Expendable Endowment Fund to the General Operating Fund. The amount is surplus of the General Operating Fund in excess of the operating expenditure of the past one year. In addition, an amount of \$268,016 (2013: \$322,098) was transferred from the Expendable Endowment Fund to the General Operating Fund for the Foundation's co-funding of the Integrated Home Care Program.

8 Deferred income

	2014 \$	2013 \$
Deferred government grant	661,181	677,734
Other deferred asset donations	25,642	97,488
Less: amortised to statement of income and expenditure	(87,787)	(127,524)
	599,036	647,698

Deferred income relates to the grants from government for the purchase of property, plant and equipment.

Notes to the financial statements

for the financial year ended 31 March 2014

9 Trade and other payables

	2014 \$	2013 \$
Trade payables	143,729	23,132
Advance donations received (specific project)	300,154	399,375
Grant received in advance	930,593	1,006,315
Accrued operating expenses	193,620	180,723
GST payable	28,838	8,277
Employee benefits	606,500	541,911
Other payables	80,934	29,624
	2,284,368	2,189,357

Grant received in advance includes the amount of Community Silver Trust Fund amounting to \$878,961 (2013: \$1,006,315) at the reporting date.

Trade and other payables are denominated in Singapore dollars.

10 (i) General donations

	2014 \$	2013 \$
Tax-deductible donations	515,840	444,811
Others*	135,781	62,707
	651,621	507,518

(ii) Fund raising projects

	2014 \$	2013 \$
Tax-deductible donations	826,272	964,816
Others*	42,615	56,235
	868,887	1,021,051

* The amounts consist mainly of donations from anonymous donors and donations for which tax deductible receipts are not issued.

11 Key management personnel

For the purposes of these financial statements, parties are considered to be related to the Foundation if the Foundation has the ability, directly or indirectly, to control the party or exercise significant influence over the party in making financial and operating decisions, or vice versa, or where the Foundation and the party are subject to common control or common significant influence. Related parties may be individuals or other entities.

Key management personnel of the Foundation are those persons having the authority and responsibility for planning, directing and controlling the activities of the Foundation. The Board of Management and the senior management officers are considered as key management personnel of the Foundation.

Notes to the financial statements

for the financial year ended 31 March 2014

11 Key management personnel

Key management personnel compensation is as follows:

	2014 \$	2013 \$
Wages, salaries and staff benefits	606,775	437,956
Contributions to defined contribution plans	65,677	51,362
	672,452	489,318

The Board of Management is the final authority and is overall responsible for policy making and determination of all activities. They are volunteers and receive no monetary remuneration for their contribution.

12 Employees' remuneration

The number of employees (including key management personnel) whose remuneration amount to over \$50,000 in the year is as follows:

	2014 \$	2013 \$
Number of employees in bands:		
\$50,001 to \$100,000	28	19
Above \$100,000	1	1
Total number of staff	61	57

13 Taxation

The Foundation is an approved charitable institution under the Charities Act, Chapter 37 and an institute of public character under the Income Tax, Chapter 134. The Foundation is exempt from income tax.

14 Capital commitments

	2014 \$	2013 \$
Capital expenditure contracted but not provided for in the Financial statements		
– Integrated Home Care IT System	150,113	–

15 Financial risk management

The reserves that the Foundation sets aside are to provide financial stability and the means for the development of its principal objectives. The Board of Management regularly reviews the amount of reserves that are required to ensure that they are adequate to fulfil the Foundation's continuing obligations.

Exposure to credit, interest rate and liquidity risks arises in the normal course of the Foundation's operations. The management of these risks is discussed below.

Notes to the financial statements

for the financial year ended 31 March 2014

15 Financial risk management (Cont'd)

Credit risk

Management has a credit policy in place and the exposure to credit risk is monitored on an ongoing basis. Investments are only allowed with counterparties that are of high credit standing.

Fixed deposits and cash at banks are placed with regulated financial institutions.

At the reporting date, the maximum exposure to credit risk is represented by the carrying amount of each financial asset in the statement of financial position.

Foreign currency risk

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign exchange rates. The Foundation is not exposed to foreign currency risk as all the transactions are denominated in the Singapore dollars.

Interest rate risk

The Foundation's exposure to market risk for changes in interest rates relates to the interest-earning cash and cash equivalents and investment securities.

At the reporting date, the interest profile of the interest-bearing financial instruments was:

	2014 \$	2013 \$
Fixed rate instruments		
Investment securities	17,498,901	15,249,485
Variable rate instruments		
Fixed deposits with financial institutions*	1,815,191	4,912,946

* includes short-term deposits

Fair value sensitivity analysis for fixed rate instruments

The Foundation does not account for any fixed rate financial assets and liabilities at fair value through profit or loss. Therefore a change in interest rates at the reporting date would not affect profit or loss.

Cash flow sensitivity analysis for variable rate instruments

A change of 100 basis points in interest rates at the reporting date would have increased (decreased) profit or loss by the amounts shown below. This analysis assumes that all other variables, in particular foreign currency rates, remain constant. The analysis is performed on the same basis for 2013.

	Profit or loss	
	100 bp increase	100 bp decrease
At 31 March 2014		
Fixed deposits	18,151	(18,151)
At 31 March 2013		
Fixed deposits	49,129	(20,000)

Notes to the financial statements

for the financial year ended 31 March 2014

15 Financial risk management (Cont'd)

Interest rate risk (Cont'd)

The effective interest rates of fixed deposits range from 0.3275% to 0.9% (2013 – 0.2875% to 1.1%) per annum and mature within 1 year.

Liquidity risk

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

The following are the expected contractual undiscounted cash flows of financial liabilities:

	Contractual undiscounted cash flows				
	Carrying amount \$	Total \$	Within 1 year \$	Between 2 and 5 years \$	Over 5 years \$
As at 31 March 2014					
Trade and other payables*	1,053,621	1,053,621	1,053,621	–	–
As at 31 March 2013					
Trade and other payables*	783,667	783,667	783,667	–	–

* excludes advance donations received and grant received in advance

Market risk

Price risk is the risk that the value of a financial instrument will fluctuate due to changes in market prices.

The Foundation is exposed to market price risks arising from its investment in equity instruments quoted on the SGX-ST in Singapore classified as fair value through profit or loss. The Foundation does not actively trade its investments.

Market price sensitivity

At the end of the reporting period, if the Straits Times Index ("STI") had been 2% (2013: 2%) higher/lower with all other variables held constant, the Foundation's profit net of tax would have been \$33,783 (2013: \$34,527) higher/lower, arising as a result of higher/lower fair value gains on held for trading investments in equity instruments.

The Group's sensitivity to market prices has not changed significantly from the prior year.

Fair values

The fair values of investment securities are set out in Note 4 and are based on the quoted bid prices provided either by exchanges or brokers at the reporting date. The carrying values of other financial assets and financial liabilities are an approximation to their fair values as they are mainly short-term in nature.

Notes to the financial statements

for the financial year ended 31 March 2014

15 Financial risk management (Cont'd)

Accounting classifications and fair values

Fair values versus carrying amounts

	Designated at fair value \$	Loans and receivables \$	Held-to- maturity \$	Other financial liabilities \$	Total carrying amount \$	Fair value \$
2014						
Cash and cash equivalents	–	7,202,823	–	–	7,202,823	7,202,823
Loans and receivables	–	777,906	–	–	777,906	777,906
Bonds	–	–	15,463,801	–	15,463,801	15,535,200
Preference shares	2,035,100	–	–	–	2,035,100	2,035,100
	2,035,100	7,980,729	15,463,801	–	25,479,630	25,551,029
Trade and other payables*	–	–	–	1,053,621	1,053,621	1,053,621
2013						
Cash and cash equivalents	–	9,409,834	–	–	9,409,834	9,409,834
Loans and receivables	–	612,219	–	–	612,219	612,219
Bonds	–	–	13,169,564	–	13,169,564	13,447,954
Preference shares	2,079,921	–	–	–	2,079,921	2,079,921
	2,079,921	10,022,053	13,169,564	–	25,271,538	25,549,928
Trade and other payables*	–	–	–	783,667	783,667	783,667

* excludes advance donations received and grant received in advance

16 Fair value measurement

Definition of fair value

FRSs define fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Fair value measurement of financial instruments

Financial assets and financial liabilities measured at fair value in the statement of financial position are grouped into three Levels of a fair value hierarchy. The three Levels are defined based on the observability of significant inputs to the measurement as follows:

- Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities
- Level 2: inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly
- Level 3: unobservable inputs for the asset or liability.

Notes to the financial statements

for the financial year ended 31 March 2014

16 Fair value measurement (Cont'd)

The following table shows the Levels within the hierarchy of financial assets and liabilities measured at fair value on a recurring basis at 31 March 2014 and 31 March 2013.

	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
At 31 March 2014				
Financial assets				
Financial assets at fair value through profit or loss	2,035,100	–	–	2,035,100
Total assets	2,035,100	–	–	2,035,100
Net fair value	2,035,100	–	–	2,035,100
At 31 March 2013				
Financial assets at fair value through profit or loss	2,079,921	–	–	2,079,921
Total assets	2,079,921	–	–	2,079,921
Net fair value	2,079,921	–	–	2,079,921

There were no transfers between Level 1 and Level 2 during the financial years ended 31 March 2014 and 31 March 2013.

17 Reserves and funds management

The Foundation's objectives when managing the reserves and funds are:

- To safeguard the Foundation's ability to continue as a going concern;
- To support the Foundation's stability and growth; and
- To provide reserves and funds for the purpose of strengthening the Foundation's risk management capability.

	2014 \$	2013 \$
Accumulated surplus	23,443,475	23,388,730
Funds	237,373	54,745
Total Fund	23,680,848	23,443,475
Ratio of Reserves to Operating Expenditure for the year	3.99	4.87

Notes to the financial statements
for the financial year ended 31 March 2014

17 Reserves and funds management (Cont'd)

The reserves and funds that the Foundation has set aside provide financial stability and the means for the development of its principal activity. The Foundation actively and regularly reviews and manages its reserves and funds to ensure optimal structure taking into consideration the future requirements of the Foundation and reserves and funds efficiency, prevailing and projected profitability, projected operating cash flows, projected capital expenditures and projected strategic investment opportunities.

The Foundation monitors reserves and funds on the basis of the carrying amount of reserves and funds less cash and bank balances as presented in the statements of financial position. There were no changes in the Foundation's approach to reserves and funds management during the year.

18 Comparative information

The comparative financial information of the Foundation for the financial year ended 31 March 2013 was audited by another firm of Certified Public Accountants whom expressed an unqualified opinion on those financial statements.

Supplementary information (unaudited)

Fund raising projects and donations

	General Donations	Direct Appeal	HNF News-letter	HNF Charity Walk	SingTel Mailer	Designated SG Gives	Give SG	Gala Dinner	StarHub Mailer	Chinese New Year Appeal	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2014											
Income											
Donations	651,621	49,086	168,114	104,767	231,399	99,973	9,613	–	140,062	65,873	1,520,508
Expenditure											
Direct costs	34,356	1,742	28,927	33,295	95,916	3,003	192	–	62,310	750	260,491
Net surplus after direct cost	617,265	47,344	139,187	71,472	135,483	96,970	9,421	–	77,752	65,123	1,260,017
Direct admin expenses*	178,955	13,726	40,353	20,721	39,279	28,113	2,731	–	22,542	18,880	365,300
Surplus for the year	438,310	33,618	98,834	50,751	96,204	68,857	6,690	–	55,210	46,243	894,717

* Administrative expenses are apportioned according to net surplus of projects.

Supplementary information (unaudited)

Fund raising projects and donations

	General Donations	Direct Appeal	HNF News- letter	HNF Charity Walk	SingTel Mailer	Desig- nated SG Gives	Give SG	Gala Dinner	E-Nets	Chinese New Year Appeal	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2013											
Income											
Donations	507,518	368,677	15,493	184,068	291,022	91,958	3,750	29,000	–	37,083	1,528,569
Expenditure											
Direct costs	25,673	80,798	139	34,226	96,887	3,103	75	195	–	2,153	243,249
Net surplus after direct cost	481,845	287,879	15,354	149,842	194,135	88,855	3,675	28,805	–	34,930	1,285,320
Direct admin expenses*	115,629	69,083	3,685	35,958	46,587	21,323	882	6,912	–	8,382	308,441
Surplus for the year	366,216	218,796	11,669	113,884	147,548	67,532	2,793	21,893	–	26,548	976,879

* Administrative expenses are apportioned according to net surplus of projects.

