

# **Woodlands Health Fund Limited**

**Annual Report  
FY2023**



# Contents

<b>About Us</b>	<b>1</b>
<b>Vision, Mission and Objectives</b>	<b>2</b>
<b>Board of Directors</b>	<b>3-4</b>
<b>Programmes and Event</b>	<b>5</b>
<b>FY 2023 Financial Information</b>	<b>6-7</b>
<b>Governance Evaluation Checklist</b>	<b>8-9</b>





# About Us

**Woodlands Health (WH) provides care for the North-Western population in Singapore. We offer a comprehensive range of acute, sub-acute, rehabilitative and transitional care services, working closely with partners to deliver seamless care within and beyond our Campus.**

**The Woodlands Health Fund Limited (WHFL) was set-up as a charity arm to empower our patients in their health journey with targeted programmes and community, and financial support schemes to stay well in the community and home. We are a registered charity and obtained our Institute of Public Character (IPC) status from 13 April 2023.**

**WHFL helps needy patients to have continued access to medical services, improves their quality of life and enables them to reintegrate back into the community.**

**Members of WHFL are MOH Holdings, National Healthcare Group and WoodlandsHealth Pte. Ltd. (WHPL).**

# Vision

Adding years of healthy life.

# Mission

Everything we do is about caring for and improving the lives of our patients, community and healthcare family.

# Objectives

WHFL is established in pursuit of development & provision of health-related services that benefit the Singapore community, which include:

- 1** Implement programmes for community care and patients who are in need of care at home, to improve health and enable needy patients to transit to home. This is complemented by providing healthcare funding to patients who need financial assistance.
- 2** Implement programmes, grants and sponsorships for furtherance of medical, nursing, paramedical, administrative and other healthcare related education and training programmes for healthcare professionals.
- 3** Implement programmes and projects for research, innovation and collaboration to improve patient-care services, patient safety and quality care for patients.



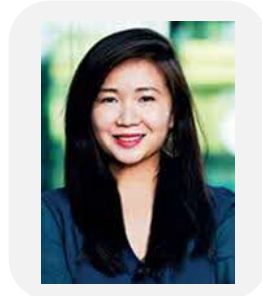
# Board of Directors



**Ms Jennie Chua**

Chairman

Appointed 21 November 2022



**Ms Fang Eu-Lin**

Director

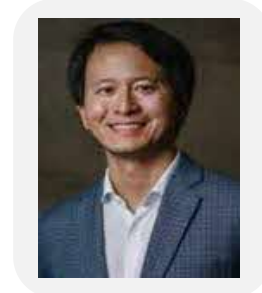
Appointed 11 February 2022



**Dr Jason Cheah**

Director

Appointed 30 November 2021



**Dr Kuok Meng Han**

Director

Appointed 22 April 2022



**Ms Vijayaletchimi Egamparam**

Director

Appointed 11 February 2022



**Ms Vivien Yui**

Director

Appointed 11 February 2022

# Roles & Responsibilities of the Board

1. The Board sets out the strategies for the achievement of WHFL's objectives, while ensuring compliance to relevant governing instruments, laws and regulations.
2. It approves fund-raising plans and targets prepared by management and ensures that these efforts are legal, ethical, appropriate, cost-effective and transparent. It also ensure proper accountability of funds and immediately address any financial irregularities or concerns.
3. It oversees new programmes being developed and monitors the efficiency and effectiveness of these programmes in meeting WHFL's objectives.

## Board Meetings

There was one (1) WHFL Board Meeting held in FY2023. All Board Directors attended the meeting except for Dr Kuok Meng Han.

## Conflict of Interest Policy

Upon appointment, Board members are required to read and understand the conflict of interest policy as prescribed under the Code of Governance guideline for Charities and Institutions of a Public Character.

They are also required to make full disclosure of any interest and relationship that could potentially result in conflict of interests in the course of operation. When a conflict of interest situation arises, the affected member(s) shall abstain from discussion, decision-making and voting of such transaction.

## Other Policies & Procedures

Our Charity has the following policies and procedures, which are reviewed and updated as and when there are changes:

- Enterprise Risk Management\*
- Finance
- Fundraising
- Human Resources\*
- Information Technology\*
- Whistle-blowing\*

\*In accordance with WoodlandsHealth Pte Ltd's and/or National Healthcare Group's policies, which are available on the WHPL and NHG intranet and/or website.

# Programmes & Event

## Legacy of Giving Charity Gala

Together with The Business Times Budding Artists Fund, which is managed by The Rice Company Limited (TRCL), and The Community Chest of Singapore, Woodlands Health Fund Limited was one of the beneficiaries of the Legacy of Giving Charity Gala Dinner held at the Ritz-Carlton, Millenia Singapore on 25 May 2024.

Ms Jennie Chua, who spearheaded this project and is well-known for her philanthropy, raised more than \$3.5 million to support the three charities.



Nett proceeds for the event will go towards supporting dementia patients by providing them the means for emotional support and financially needy patients who are above 65 years old through interim home services, transport assistance and escort services to hospitals for appointments.

## Financially Needy Patients

The programme supports our financially needy patients through the provision of mobility aid, hospital equipment to facilitate their discharge, transport assistance, assistance for repatriation discharges, interim home care services, interim private dialysis, home modification, home cleaning, care-givers' training and terminal discharges or interim palliative care home services.

## SPROUTS Grant

### Small PROjects Utilising TeamS

The SPROUTS grant is an intramural grant targeted at novice researchers and aiming to promote ground up research interest in Woodlands Health. Through the process of developing pilot projects, it seeks to cultivate our researchers' scientific awareness, understanding and strengthen their research capabilities. The grant promotes interdisciplinary and inter-institution collaboration, as well as mentorship. Through SPROUTS, we aim to identify emerging areas of clinical need and discover novel ideas that may contribute to better health outcomes and transform patient care.

# Financial Highlights

## Statement of Financial Position

For the financial year ended 31 March 2024

	2024	2023
	\$	\$
<b>ASSETS</b>		
<b>Current assets</b>		
Other receivables	100,000	-
Cash and cash equivalents	267,397	-
<b>TOTAL ASSETS</b>	<b>367,397</b>	<b>-</b>
<b>FUNDS</b>		
<b>Restricted funds</b>		
DEAR/OARS Programme	278,042	-
	<b>278,042</b>	<b>-</b>
<b>Unrestricted funds</b>		
General fund	79,663	(11,262)
	<b>79,663</b>	<b>(11,262)</b>
<b>Total Funds</b>	<b>357,705</b>	<b>(11,262)</b>
<b>LIABILITIES</b>		
<b>Liabilities</b>		
Other payables	9,692	11,262
<b>Total liabilities</b>	<b>9,692</b>	<b>11,262</b>
<b>TOTAL FUNDS AND LIABILITIES</b>	<b>367,397</b>	<b>-</b>

# Financial Highlights

## Statement of comprehensive income

For the financial year ended 31 March 2024

2024	Restricted fund	Unrestricted fund	Total funds
	\$	\$	\$

### INCOMING RESOURCES

Incoming resources from generated funds:

Income from fundraising activities	397,464	-	397,464
Voluntary income	-	100,100	100,100
Naming rights	-	-	-
Interest income	-	-	-
<b>Total incoming resources</b>	<b>397,464</b>	<b>100,100</b>	<b>497,564</b>

### RESOURCES EXPENDED

Charitable activities	(183)	-	(183)
Fundraising expenses	(119,239)	-	(119,239)
Other operating expenses	-	(9,175)	(9,175)
<b>Total resources expended</b>	<b>(119,422)</b>	<b>(9,175)</b>	<b>(128,597)</b>

Net incoming (outgoing) resources, representing total comprehensive income for the financial year

**278,042      90,925      368,967**

2023	Restricted fund	Unrestricted fund	Total funds
	\$	\$	\$

### INCOMING RESOURCES

Incoming resources from generated funds:

Income from fundraising activities	-	-	-
Voluntary income	-	-	-
<b>Total incoming resources</b>	<b>-</b>	<b>-</b>	<b>-</b>

### RESOURCES EXPENDED

Other operating expenses	-	2,344	2,344
<b>Total resources expended</b>	<b>-</b>	<b>(2,344)</b>	<b>(2,344)</b>

Net incoming (outgoing) resources, representing total comprehensive income for the financial year

**-      (2,344)      (2,344)**

**Auditors:** Ernst & Young LLP  
**Bank:** DBS Bank Ltd

# Governance Evaluation Checklist



Woodlands Health Fund Limited (For FY2023)

## Submission Form for Governance Evaluation Checklist (Intermediate Tier)

Please note that this checklist is based on the Code of Governance (2017).

Instructions: Please fill out the boxes. Input the explanation if the selection is non-compliance for each field.

Applicable to charities with gross annual receipts or total expenditure from \$500,000 to less than \$10 million;

And IPCs with gross annual receipts or total expenditure of less than \$500,000.

S/N	Code guideline	Code ID	Response (select whichever is applicable)	Explanation (if Code guideline is not complied with)
<b>Board Governance</b>				
1	Induction and orientation are provided to incoming governing board members upon joining the Board.	1.1.2	Complied	
	Are there governing board members holding staff <sup>2</sup> appointments? (skip items 2 and 3 if "No")		No	
2	Staff does not chair the Board and does not comprise more than one third of the Board.	1.1.3		Not applicable.
3	There are written job descriptions for the staff's executive functions and operational duties, which are distinct from the staff's Board role.	1.1.5		Not applicable.
4	The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years.  If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity.	1.1.7	Complied	
5	All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years.	1.1.8	Complied	
6	There are documented terms of reference for the Board and each of its committees.	1.2.1	Complied	
<b>Conflict of Interest</b>				
7	There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	2.1	Complied	
8	Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.	2.4	Complied	
<b>Strategic Planning</b>				
9	The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.	3.2.2	Complied	The Board approves all funding for programmes.
<b>Human Resource and Volunteer<sup>2</sup> Management</b>				
10	The Board approves documented human resource policies for staff.	5.1		Not applicable.
11	There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Complied	
12	There are processes for regular supervision, appraisal and professional development of staff.	5.5		Not applicable. Staff follows the WHPL employee development process.
<b>Financial Management and Internal Controls</b>				
13	There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes.	6.1.1	Complied	
14	The Board ensures that internal controls for financial matters in key areas are in place with documented procedures.	6.1.2	Complied	The Fund adopts the NHG/WHPL set of financial policies.
15	The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied	The Fund adopts the WHPL Group Internal Audit policies.
16	The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks.	6.1.4	Complied	The Fund adopts the WHPL Enterprise Risk Management policy.
17	The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.	6.2.1	Complied	
	Does the charity invest its reserves (e.g. in fixed deposits)? (skip item 18 if "No")		No	The income was received in May 2024 and was not in time for WHPL to place into fixed deposits.

# Governance Evaluation Checklist

				The Investment Policy has been tabled for approval at WHFL Board Meeting on 25 June 2024.
18	The charity has a documented investment policy approved by the Board.	6.4.3		
<b>Fundraising Practices</b>				
	Did the charity receive cash donations (solicited or unsolicited) during the financial year? (skip item 19 if "No")		Yes	
19	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied	
	Did the charity receive donations in kind during the financial year? (skip item 20 if "No")		No	
20	All donations in kind received are properly recorded and accounted for by the charity.	7.2.3		Not applicable.
<b>Disclosure and Transparency</b>				
21	The charity discloses in its annual report — (a) the number of Board meetings in the financial year; and (b) the attendance of every governing board member at those meetings.	8.2	Complied	
	Are governing board members remunerated for their services to the Board? (skip items 22 and 23 if "No")		No	
22	No governing board member is involved in setting his own remuneration.	2.2		Not applicable.
23	The charity discloses the exact remuneration and benefits received by each governing board member in its annual report. <u>OR</u> The charity discloses that no governing board member is remunerated.	8.3		Not applicable.
	Does the charity employ paid staff? (skip items 24 and 25 if "No")		No	
24	No staff is involved in setting his own remuneration.	2.2		Not applicable.
25	The charity discloses in its annual report — (a) the total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity's subsidiaries) exceeding \$100,000 during the financial year; and (b) whether any of the 3 highest paid staff also serves as a governing board member of the charity.  The information relating to the remuneration of the staff must be presented in bands of \$100,000. <u>OR</u> The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.	8.4		Not applicable.

## Notes:

<sup>1</sup> Staff: Paid or unpaid individual who is involved in the day to day operations of the charity, e.g. an Executive Director or administrative personnel.

<sup>2</sup> Volunteer: A person who willingly serves the charity without expectation of any remuneration.

## Declaration

I declare that my charity's / IPC's governing Board has approved this Governance Evaluation Checklist and authorised me to submit on its behalf. All information given by me in this checklist submission is true to the best of my knowledge and I have not wilfully suppressed any material fact. The full responsibility for providing accurate and updated checklist information will rest with my charity's / IPC's governing Board.

Date: 25 June 2024



**UEN: 202141418Z**

**Enquiry: [donate\\_whf@wh.com.sg](mailto:donate_whf@wh.com.sg)**

