

ANNUAL REPORT 2017





Clarity Singapore Limited Annual Report 2017

Our Mission & Vision

Mission

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

Vision

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

Principles Of Service

As witness to our Catholic faith, we serve:

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

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Corporate Information

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

Unique Entity Number (UEN): 201021634E

Registered Address: 12 TANNERY ROAD #10-01 HB CENTRE 1, Singapore 347722

Banker: DBS Bank Ltd, 6 Shenton Way, DBS Building Tower One, Singapore 068809

Auditor: Fiducia LLP

Internal Auditor: Audit Committee

Website: <http://www.clarity-singapore.org>

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

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

Telephone: 67577990

Our Board



**Dr Christopher Cheok Cheng
Soon**
Chairman

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



Mr Joseph Tan Peng Chin
Vice-Chair

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



Ms Belinda Young Hsien Lin
Company Secretary

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



Ms Denise Pang Kiem Lan

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



Professor Philip Choo Wee Jin

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

Our Board



Ms Cynthia Phua Siok Gek

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

New Board members



Rev Fr Paul Staes

Over 50 years of service as a missionary priest in several ministries in different countries. Fr Paul's service in Singapore spans 3 parishes, as Chaplin in Nanyang Technological University, Prison ministry and ex-chairman of the Archdiocesan Senate. He is currently the Rector of CICM District House.



Mr Peter Lam Kok Wai

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



Mr Peter Chan Pee Teck

Founder and Managing Partner of Crest Capital Asia. Peter has been in investment management for over 30 years. He is also a Fellow Member of both the Institute of Singapore Chartered Accountants as well as the Certified Public Accountants of Australia.

New Board member



Mr Benjamin Yeo Yul Chuan

A Senior Social Worker with numerous years of experience in the mental health field. Benjamin has worked in the Institute of Mental Health (IMH) - National Addictions Management Service (NAMS), General Psychiatric Outpatient Clinic and Child & Adolescent Psychiatry.

Our Spiritual Director



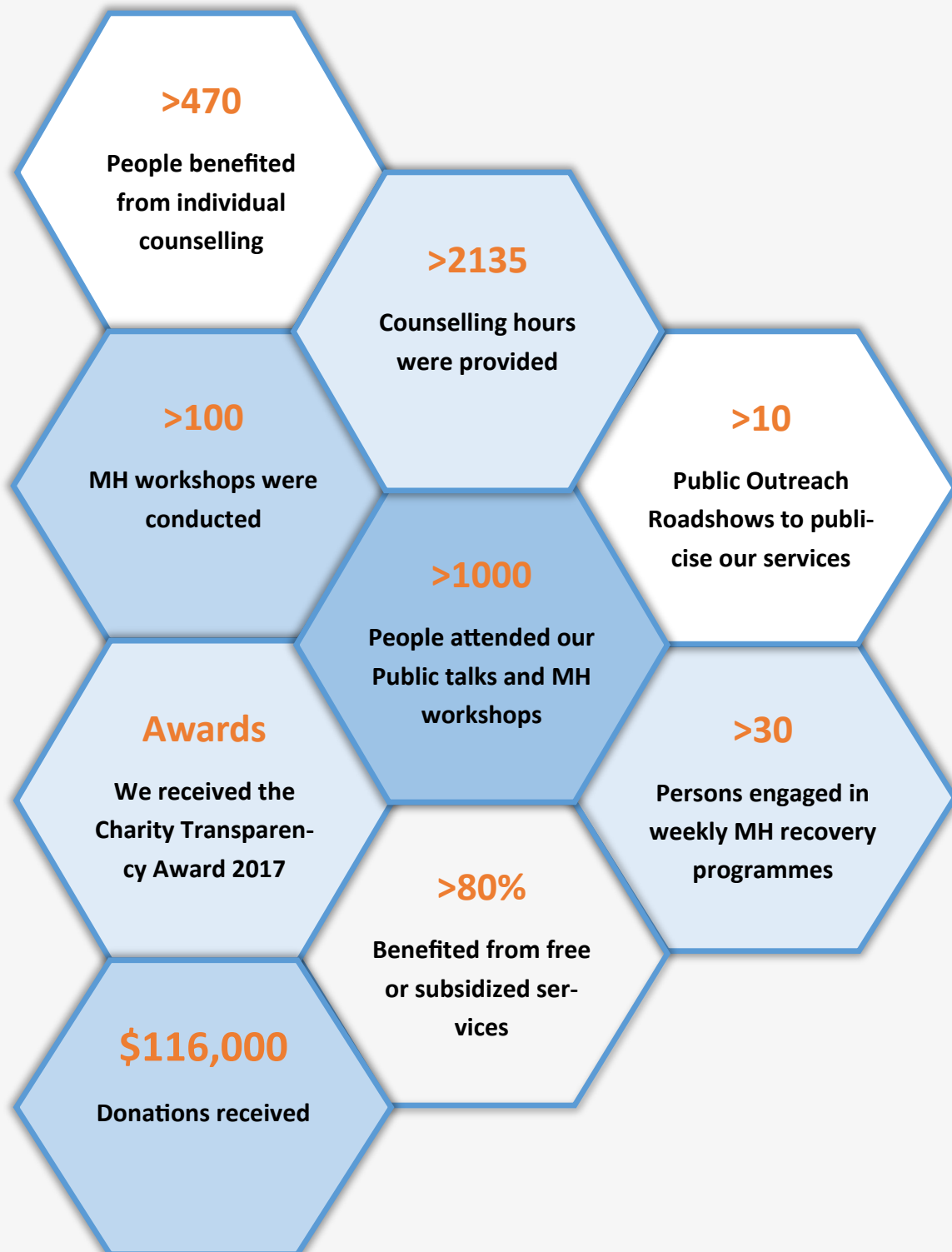
Sr Linda Lizada, R.C.

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

Board Committees

Human Resource	Mktg, PR & Fund-raising	Mental Health Prog & Services	Finance	Audit
<u>Chair</u> Cynthia Phua Siok Gek	<u>Chair</u> Joseph Tan Peng Chin	<u>Chair</u> Prof. Philip Choo Wee Jin	<u>Chair</u> Peter Lam Kok Wai	<u>Chair</u> Michael Chye
<u>Member</u> Denise Pang Kiem Lan	<u>Member</u> Belinda Young Hsien Lin	<u>Member</u> Rev Fr Paul Staes Benjamin Yeo Yul Chuan	<u>Member</u> Rev Fr Paul Staes Joseph Tan Peng Chin	<u>Member</u> Belinda Young Hsien Lin Sherraine Chan
<u>Member</u> Prof. Philip Choo Wee Jin	<u>Member</u> Peter Chan Pee Teck Peter Lam Kok Wai			

Review of 2017



Major Events for 2017

Youth Depression and Self-Harm Public Talk

On 4 March 2017, Clarity Singapore organised a public talk on Youth Depression and Self-Harm in partnership with Community Health Assessment Team (CHAT), IMH. With the prevalence of youth mental health disorder on the rise, the talk also launched our YES! Initiative to educate youths and adults on the aetiologies of depression and highlighted the rising prevalence of the disorder as well as self-harming behaviours amongst youths.

Our Keynote speaker Dr Ong Say How, Senior Consultant Psychiatrist of the Institute of Mental Health (IMH) and Adjunct Associate Professor of Lee Kong Chian (LKC) Medical School, National Technical University (NTU), explained the ubiquity of depression and how it affects individuals from all walks of life. He also spoke about deliberate self-harm, also known as Non-Suicidal Self-Injury (NSSI), being an increasing phenomenon in the student population of Singapore as a coping mechanism to feel 'alive' after feeling flat for prolonged periods of time. An audience of 100 people attended the talk.



Lighting the Way (Depression) series of workshops

This workshop serves to provide brief information about depression through different experiential activities to increase awareness of the illness to improve the care/help provided for their friends/loved ones. Cognitive-behaviour model and the biopsychosocial model are used for providing fundamental understanding of how the illness requires a period of time and a plan of holistic care for recovery. General misconceptions are then used to elicit various responses from the participants about their experiences. A case study is then used to present the various common signs and symptoms of depression. Community resources to seek help are provided to the participants and opportunities for these individuals to provide encouragement to one another by sharing about their experiences of their journey to provide care and help to their loved ones in small groups marks the end of the workshop.

In total, 2 Introductory workshops were conducted followed by 3 small group workshops for caregivers to come together to find support in one another and increase their knowledge of their care-giving role.



Take Control (Anxiety) series of workshops

This workshop serves to provide brief information about anxiety through various theories and self-help modalities to increase awareness and management of anxiety as a disorder. The relationship of stress and the ability to cope provides a basic understanding of how anxiety can develop into a disorder. Participants are also taught to identify the different signs and symptoms of anxiety and techniques to do self-care and self-help.

In total, 4 Introductory workshops were conducted due to popular demand. A further 2 small group workshops were conducted for individuals suffering from anxiety to find support and resources to improve their condition and functioning.



Self-worth workshop for Church of Immaculate Heart of Mary confirmation camp

We conducted a workshop for 50 youth confirmands in Immaculate Heart of Mary. The workshops touched on the importance of self-love and how it relates to our relationship with God and others. The workshop also encouraged participants to identify strengths in self and others as a form of affirmation and validation. The concepts of love for God, self and others were explored to help the confirmands reflect and understand the many dimensions of love.



Self-worth series

A 3-session workshop which introduces participants to the concept of self-approval and self-acceptance as the main keys to positive changes in areas of a person's life, wellness and happiness. It aims to facilitate self-growth and wellness by (1) providing more understanding and awareness of how a person's current practices may limit their growth (2) exploring how a person's current innermost beliefs and thought patterns have been 'running' them and (3) giving each person tools through experiential learning on how to create and organise one's mind to love, accept and approve of ourselves exactly as is, so that life improves and becomes more meaningful.



In total, 2 Introductory workshops were conducted followed by 2 workshops of 3-session small group workshop where participants are introduced to the concept of self-approval and self-acceptance as the main keys to positive changes in areas of a person's life, wellness and happiness.

Better and Happier Programme (BAH Adults and BAH Youths)

Our most prolific programme that runs weekly, is designed to engage individuals in different activities to achieve mental wellness. It creates an avenue for individuals with mental health needs to form a community. The programme aims to provide a safe and supportive environment to empower participants to give back to the community through their own means. Through the various Better and Happier BAH programmes - BAH Moves, BAH Makes, BAH Social, individuals are engaged in regular psycho-social activities and topics that improves overall mental wellness, recovery and reintegration through normalization of daily task.



Code of Governance for the period Oct 2016 - Sept 2017

S/N	Code Description	Code ID	Compliance	Explanation(If code the Code guideline is not complied or not applicable)
BOARD OF GOVERNANCE				
1	Are there any Board members holding staff appointments?		No	
2	There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.6	Complied	The Chairman of Clarity's Finance Committee shall not serve a term of more than 3 years continuously
3	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Complied	
4	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	1.3.1	Complied	The Board meets five times and at least four times in each calendar year. The quorum for meeting is at least half the number of directors on the Board
CONFLICT OF INTEREST				
5	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	Declarations of directorship in other companies is done annually and as and when directors hold new directorship in other companies
6	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
STRATEGIC PLANNING				
7	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	3.1.1	Complied	
8	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	
HUMAN RESOURCE MANAGEMENT				
9	The Board approves documented human resource policies for staff.	5.1	Complied	
10	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
11	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	

12	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	Finance Committee reviews adequacy of internal controls. Board is updated monthly on programmes and financial activities
13	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	Board approves annual budget and receives monthly reports on financial activity and position.
14	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
15	Does the charity invest its reserves?	Yes		
16	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	6.4.4	Complied	Fixed deposits placements for excess funds
FUNDRAISING PRACTICES				
17	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
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	
19	Are Board members remunerated for their Board services?	No		
20	Does the charity employ paid staff?	Yes		
21	No staff is involved in setting his or her own remuneration.	2.2	Complied	Salary remunerations are reviewed by HR Committee
PUBLIC IMAGE				
22	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	Information regarding Clarity Singapore's Board, services, calendar of events and publications of its Annual Reports are available on its website

Policies

Funding

1. Caritas Singapore
 - Annual budget to be submitted annually for grant processing.
 - Funds received from Caritas are used to support services and programmes delivered in Yishun and Agape Village.
2. MOH COMIT Grant
 - Quarterly reimbursement of expenses incurred.
 - Grants from MOH is restricted to application of services to COMIT@North Programme.
3. Care & Share Matching Grant
 - Grant received from Care & Share Matching Grants are used for New Initiatives
4. General Public

Reserve Policy

To establish reserves at level of at least 3 years of its past 2 years of average expenditure.

Staffing

As of 30 September 2017, there are 12 full-time staff (2016: 11 full-time staff) employed by the Charity.

Review of Financial State and Explanation of Major Financial Transactions

Significant and new income items were one-off donations of:

1. \$95,400 from Singapore Island Country Club

Total Income and Expenses were \$765,864 and \$825,048 respectively.

Our Reserves was \$1,374,305 as of 30 September 2017

Fixed Deposits is \$800,000 to date.

Future Plans and Commitments

1. Development and enhancements to the Youth Mental Health Initiative.
2. Launch of the Maternal Mental Health Initiative in March 2018.
3. Improve and enhance delivery of intervention and programme services to the community on mental health related needs.