

Annual Report

2021

Year Ended 31 December 2020



President's Message

Dear members and devotees.

2020 was my most challenging year in my over twenty years running Leong Hwa Monastery. With agility and adaptability, we have to quickly make changes in accordance with the various regulations which were introduced to fight the spread of COVID 19.

Visitors were not allowed in and out of the Monastery freely; contact tracing, temperature taking, safe distancing and restrictions in the number of visitors were required. We also limit pray time and encourage visitors do not bring any joss papers or other paper offering items for offerings to their ancestors. In this regard, I encourage all to embrace the Singapore Government Green Plan to make it a reality. We can take small steps to actively build a greener environment for all such as reduce the burning of papers and joss sticks.

Due to the pandemic, we suspended our regular Sunday prayers and only resumed to have morning services from 28 June 2020. We will continue on this basis until further relaxation from the Government. Similarly, we are not planning any special activities for the rest of 2021 and will update you via our website www.lhm.org.sg.

Though many are getting vaccinated, we should nevertheless protect ourselves and others from COVID 19. This includes staying safe by taking some simple precautions, such as physical distancing, wearing a mask, keeping rooms well ventilated, avoiding crowds and cleaning your hands.

VCS seized the opportunities to grow amid the COVID 19 pandemic, including venturing onto the video conferencing platform to continue supporting the community rooted with a strong conviction to serve the community when it is most needed. Mental wellness took a front seat in VCS online programmes. Mental well-being of the community will stay as a strategic priority in increasingly more volatile and uncertain environment. At LHM, we hope to support all in your spiritual journey, to lead noble lives, to develop our minds, to practice loving kindness and to bring peace and harmony to humanity.

On behalf of the Management Committee, I am grateful to all and look forward to your continued support especially during these unprecedented times. I also thank members of the Management Committee for their invaluable contributions and to the staff and volunteers, your tireless dedication to LHM and VCS.

Amitufo!

Venerable Sek Meow Ee
President
Leong Hwa Monastery

Our Profile

General information: Leong Hwa Monastery (LHM) has more than a hundred years' of history. This was established from land title records dated on 21 March 1901. These records also contained information on the role of the various venerables towards the development of the Monastery. Some of the prominent past venerables include Venerable Sek Hock Siew, Venerable Sek Sok Wah, Venerable Sek Leong Choon, Venerable Sek Cheng San, Venerable Sek Cheng Kong and Venerable Sek Whay Kuan.

The names of the Monastery were changed a few times and the present name, LEONG HWA MONASTERY was adopted at a recent general meeting held on 20 April 2003. The new name better reflects the kind of activities of this Buddhist monastery following the redevelopment of the building in May 2002.

Legally, LHM was established in 1995 as a religious organisation, registered under the Societies Act.

Our Mission: LHM aims to expound the teachings of Sakyamuni Buddha and to cultivate compassion, loving kindness and wisdom for the benefit of all sentient beings in society.

In 2001, LHM established Viriya Community Services (VCS), as a social service agency.

VCS Vision: Caring for you; enhancing quality of life.

VCS Mission: To promote fulfilling lives by providing social services with the right effort and compassion.

Our Trustees: Venerable Sek Meow Ee and Venerable Sek Meng Kheng

Our Special Advisor: Venerable Tsang Hui

Our Core Values: We are guided by the teachings of Lord Buddha, in particular,

Doing the ten good [wholesome] deeds

- Abstention from:
 - (i) killing
 - (ii) stealing
 - (iii) sexual misconduct
 - (iv) divisive speech
 - (v) harsh speech
 - (vi) false speech
 - (vii) idle/frivolous speech
 - (viii) greed
 - (ix) anger
 - (x) wrong views
- Practising of:
 - (i) Generosity (Dana)
 - (ii) Morality (Sila)
 - (iii) Endurance/Patience (Ksanti)

- (iv) Diligence/Effort (Viriya)
- (v) Concentration/Meditation (Dhyana/Samadhi)
- (vi) Wisdom (Prajna)

Our Legal Status:

ROS Registration No: 207/1994/REL

Date of Registration: 22 February 1995

UEN: S95SS0035G

Charity Registration No.: 1659

Date of registration: 24 February 2003

Registered Address: 67 Shrewsbury Road Singapore 307838

Our Bankers: The Society's principal banker is United Overseas Bank Limited and surplus funds are largely placed on fixed placements with Hong Leong Finance Ltd and Maybank Singapore Ltd.

Our Auditors: A+Achieve PAC

Management Committee

LHM is governed by a management committee comprising individuals with varied skills, in particular, individuals who are committed to propagate Buddhism for the benefit of society and helping to make the world a better place for all humanity through development of basic good human qualities — love, kindness, compassion.

The Management Committee oversees and approves the formulation of the Society's strategy and sets directions and standards of the organisation. It also reviews the Society's activities, adequacy of internal controls, financial reporting and compliance and management and operational performance.

Management Committee members:

As at 31 December 2020, the Management Committee comprised the following members.

| Title of Office | Full name of Officer | Occupation | Date of first appointment |
|------------------------|-----------------------------|--|----------------------------------|
| President | CHIA ENG SOON | Venerable, Leong Hwa Monastery | 17 April 11 |
| Vice President | YONG HON GUI, FREDDIE | Senior Customer Service Manager, 3M Singapore Pte Ltd | 21 May 17 |
| Secretary | Li Le | Assistant Finance Manager, ISPA Corporate Services Pte Ltd | 31 March 13 |

| | | | |
|-----------|-------------------------|---|-------------|
| Treasurer | CHIA TI YU | Director (Finance) / Director (Administration) Singapore Food Agency | 21 May 17 |
| Member | CHEN HUIHUI | Undergraduate | 24 April 16 |
| Member | CHONG JIAJUN TIMOTHY | Audit Associate KPMG | 12 Jul7 20 |
| Member | LIM KIAT SENG | Assistant Property manager, Swee Cheng Management Pte Ltd | 24 April 16 |
| Member | NG LAI HOONG | Managing Director H & D Construction Engineering Pte Ltd | 12 July 20 |
| Member | TOH LAI SOON DAVID | Manager, Lexbuild Wheels & Rail Pte Ltd | 05-May-19 |

Corporate Governance

It is LHM' policy not to have paid staff on the management committee. The term of office of the Committee is one year. The Treasurer may be re-elected to the same post for a maximum term of four years. For the other committee members, the maximum term and their re-appointment will be in accordance with the provisions of the Code of Governance for Charities & Institutions of Public Character (IPCs).

The management committee meets three times during the year. The attendance of the management committee members at the meetings is set out below:

Attendance of Management Committee members

| | |
|-----------------------|------------|
| CHIA ENG SOON | 3 out of 3 |
| YONG HON GUI, FREDDIE | 2 out of 3 |
| LI LE | 3 out of 3 |
| CHIA TI YU | 3 out of 3 |
| CHEN HUIHUI | 3 out of 3 |
| CHONG JIAJUN TIMOTHY | 2 out of 3 |
| LIM KIAT SENG | 2 out of 3 |
| NG LAI HOONG | 1 out of 3 |

The meetings' agenda items include refreshing LHM' strategies and action plan, approval of annual budget (and a review during mid-year), approval of material transactions including capex, donations to other organisations, allocation of funds to designated/restricted funds and investment of its surplus funds.

To execute its responsibilities, committee members are appointed into committees to look at financial policies, internal audit and programmes and services based on terms of reference approved by the management committee.

The management committee and the management staff are committed to maintaining high standards of corporate governance and abiding to the Code of Governance for Charities and IPCs. The management committee endeavours to enhance its governance practices throughout the financial year.

Based on the Code of Governance for Charities and IPCs issued by The Charity Council which took effect from 1 January 2018, the Society is in the 'Intermediate Tier'. As at date of this report, the Society had complied with the various areas required in the governance evaluation. It will file the governance evaluation checklist with the Commissioner of Charities after its annual general meeting as well as uploaded it on LHM' website.

Conflicts of Interest: The Society maintains a Conflict of Interest policy, requiring management committee members and staff to disclose any interest that they may have, whether directly or indirectly, that the Society may enter into or in any organisations that the Society has dealings with or is considering dealing with; and any personal interest accruing to him as one of the Society's suppliers, users of services or beneficiaries. Should there be any potential conflict of interest, the affected members will abstain from discussion and decision-making on the matter. Detailed minutes will be taken on the disclosure as well as the basis for arriving at the final decision in relation to the issue at stake. During the year under review, there were no such conflicts that required disclosure and action.

There was no paid staff, being a close member of the family belonging to the Abbot or a governing board member of the Society who had received annual remuneration of \$50,000 and above in the financial year under review.

Enterprise risk management: Risk management is an integral part of sound governance and has always been considered by the Society although it is not documented as a separate process. It is integrated with the Society's strategy, cut across the different functional areas of its operations and is embedded within the day-to-day management and operational processes of these functional areas. They are identified and controls are in place to mitigate these risks.

Finance and funding: The Society is funded by donations and contributions by the devotees and the public, lease and maintenance of ancestral tablets and niches. The Society also collects annual membership fee of \$12 (excluding GST).

Reserve policy: It is the Society's desire to build up a reserve to meet three years' operating expenditure. Unrestricted fund that is in excess of three years' operating expenditure will be transferred to an expendable endowment fund in the following year to strengthen the financial position of the Society.

Expendable Endowment Fund: The fund was established to receive bequests, gifts and donations and transfer from unrestricted fund that is in excess of three years' operating expenditure, to strengthen the financial position of the Society and to enable the Society to use the return from the investment of the Fund to meet ad hoc needs of the community, approved by the Management Committee.

It is the Society's aim to build an endowment fund of \$5 million.

While the capital is not available for general use, the investment returns from the Fund and or part of the capital, can be used to fund community projects and initiatives where the Society can make a significant contribution and which are truly meaningful to the Society and in line with the Society's mission.

Society's assets: The Society's properties located at 57, 67 and 72 Shrewsbury Road. Except for two of the five floors at 72 Shrewsbury which are being used by our community service arm, Viriya Community Services (VCS), the rest of the three premises is for the Society's own use.

The Society also owns a lorry largely for its own use.

Future capital commitments: Based on existing plan, the Society does not have any significant future capital commitments, other than the cyclical maintenance of its three premises, including replacements of air-conditioning system at the main hall.

Activities and events: In the year under review, we celebrated the following special events. But due to restrictions imposed by COVID 19 related regulations, some events only comprised reciting of the relevant sutras by our venerables with no participation by devotees.

- Lunar New Year – Homage to One Thousands Buddhas



- Qing Ming Memorial Festival



- 2564th Vesak Day



- 7th lunar month / Ullambana festival



- Medicine Buddha's Birthday



- Amitabha Buddha's Birthday



Community projects: These are included in VCS' annual report, a copy of which is available on <https://viriya.org.sg/wp-content/uploads/2021/04/VCS-annual-report-2021.pdf>

The road ahead: We will continue expound the teachings of Sakyamuni Buddha to enhance spiritual life of individuals and enrich the human spirit of loving kindness and compassion for all.

For VCS, we will continue to do the good well; continue to spark transformation and renewal and continue to face new realities, rising to every challenge in this dynamic environment. VCS will stay true to its vision; Caring for you, enhancing quality of life and the VCS Heartbeat will guide them in their forward journey.

Management: Venerable Fa Cheng is the Abbot. The Abbot is given the responsibilities of leading the operations of the Society and is responsible for implementing policies and directions set out by the Management Committee. He is supported by 8 staff and a team of dedicated volunteers.

Summary of Financials

Revenue

Income from generating funds

| | |
|--------------------|---------|
| Donations received | 72,269 |
| Interest income | 32,237 |
| | 104,506 |

Income from charitable activities

| | |
|------------------------------|-----------|
| Ancestral tablets and niches | 394,864 |
| Maintenance fee | 43,180 |
| Membership fee | 1,194 |
| Special events | 582,955 |
| | 1,022,193 |
| Other income | 55,928 |

Total revenue **1,182,627**

Expenditure

Cost of charitable activities

| | |
|---|---------|
| Contribution to other organisations | 2,000 |
| Direct expenses | 155,165 |
| Depreciation | 291,104 |
| Others | 120,886 |
| Personnel costs and related expenses | 230,278 |
| | 799,433 |
| Governance and other administrative costs | 21,284 |

Total expenditure **820,717**

Surplus for the year **361,910**

Unrestricted Reserve as at 1 January 2020 3,229,135

Transfer to Expendable Endowment Fund 300,000

Unrestricted Reserve as at 31 December 2020 **3,291,045**

Unrestricted Reserve / Total Operating Expenditure 4.01

Based on the above, a transfer of \$400,00 will be recommended to the Management Committee for transfer to the Expendable Endowment Fund in the current financial year.

Further details can be found in our audited financial statements, audited by A+Achieve PAC. The Society has adopted the Charities Accounting Standard since 1 January 2013.

Appreciation

We are grateful to many of you, including our donors, devotees, volunteers and staff for their unwavering support. All Good Things come from GRATITUDE; the Root of our Joy. We wish all an enlightening journey ahead.