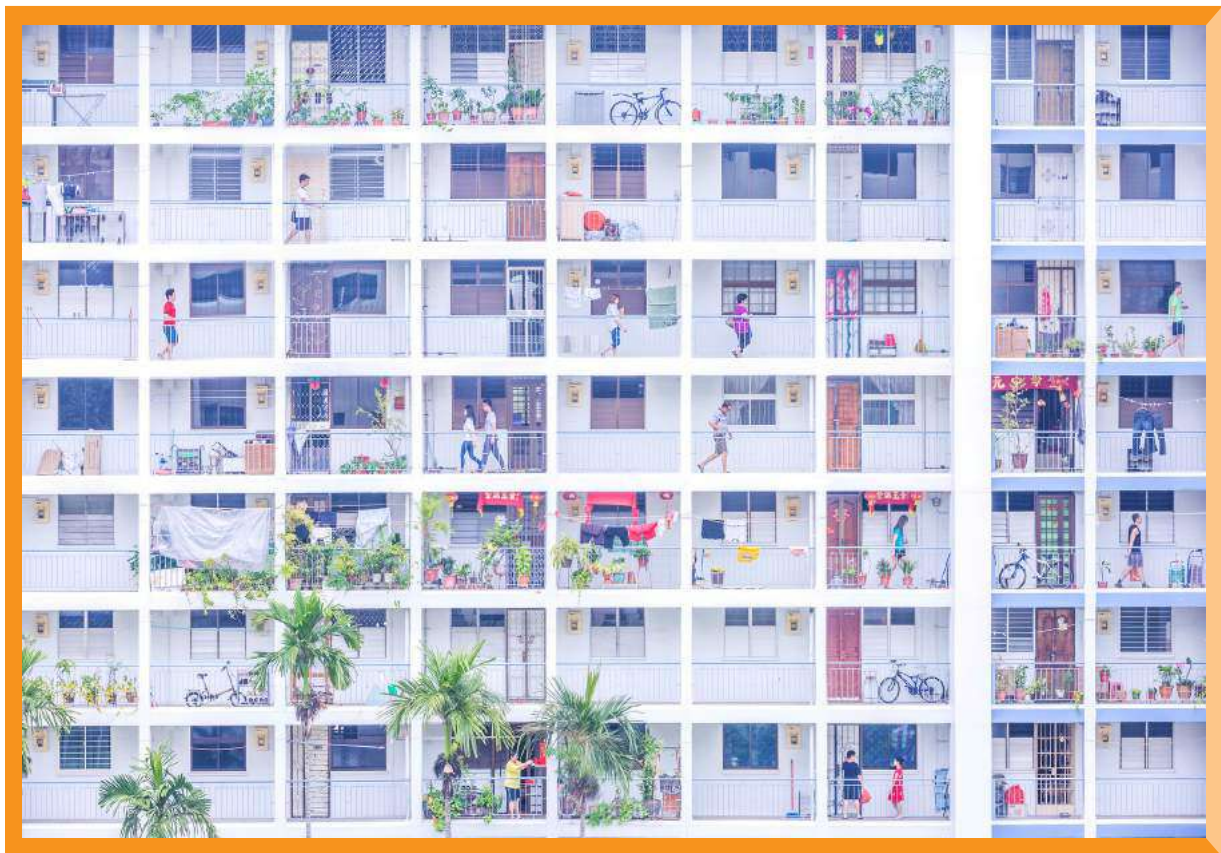


2015 ANNUAL REPORT



VISION

To provide hope for patients with leukaemia and blood-related diseases.

MISSION

- To build a register of Singapore bone marrow donors.
- To network and be the conduit of a global marrow database.
- To build a world class search process for transplants.
- To be an advocacy champion for donors (including their immediate families)
from pre-donation to post-donation.
- To educate the public and promote further understanding of blood-related
diseases.

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CELEBRATION OF HEROES



In January, Bone Marrow Donor Programme Patron, **Mr K. Shanmugam**, Minister for Law and Minister for Home Affairs met with more than thirty of our donors, presenting them with a small token of appreciation. In his words,

A gift is pure when it is given from the heart to the right person when we expect nothing in return.

K. Shanmugam

PRESIDENT'S MESSAGE

I have been involved with the BMDP from the outset – responding to a call for help from a school friend who had just lost his son to leukaemia when they were unable to find a bone marrow donor. The family was tremendously brave and their grief was channelled into setting up the BMDP in the hope that other families would not have to go through the same experience. It was a jolt of reality coming at a time when my career was just taking off and life was good – and suddenly here was a stark reminder that the unthinkable can, and does, happen.

Many aspects on my involvement with the organisation over the years have brought huge reward but nothing can be more fulfilling and also exciting than to hear we have found a matching donor for a patient and thus we can bring that one chance of survival to someone with no other hope. While we have seen huge advances across many fields of medicine, for our patients, the cure is not in a drug or a particular treatment but depends entirely on the help of a stranger.



The world needs more people like the exemplary individuals who have joined the register and there are many lessons that we can all learn from the world of the BMDP where we ask people to simply do the right thing.

In assuming the role of President, I would like to thank the members of the Executive Committee for their confidence and also their on-going support. We have major plans for the future coming on top of the fastest growing year in the history of our life-saving organisation. I look forward to sharing more as we continue in our goal to save more lives.

Norman Ho
President

FROM THE CHIEF EXECUTIVE

2015 was a busy and excitingly successful year for the Bone Marrow Donor Programme (BMDP). Among the many highlights, we reached our target and recruited another 12,251 new donors onto the register, a 20% increase from 2014 and also a record achievement in the history of the organisation. We've seen particularly strong growth in the number of younger donors signing up which is testament to our longstanding partnerships in the education sector and excellent news from the medical perspective as they are a preferred match for patients due to faster engraftment post-transplant. In tandem with this, we saw a surge in the number of patient search requests throughout the year with 56 patients finally going through to transplant compared with 48 the previous year and of these 7 received stem cells from Singapore donors.



The organisation grew, not only in terms of our activities and staff strength, but also with the introduction of a Search Selection Service we are providing to the transplant centres. This has delivered cost benefits to patients by reducing the number of donors being called up for confirmatory typing and we have also seen a significant time saving. Considering time is the one thing our patients have very little of, the service has been extremely well received and adopted by all our transplant centre partners.

Another milestone was being approved as a Full Member of the National Council of Social Service. This offers a number of benefits by way of shared services and in addition, we were awarded the full grant of S\$2.25 million under the Care and Share scheme which was launched in celebration of Singapore's 50th anniversary.

Our fundraising team was very active, as shown in our income statement, but through their continuous presence within the community, we are seeing more awareness of our work and through this some early signs of a shift towards a more positive attitude and perception. When donors are inevitably going to be influenced by other family members, the work of our recruitment team is not only to influence and persuade the donor, but we also need to win the battle for hearts and minds across all ages and sectors within the community.

FINDING A DONOR FOR EVERY PATIENT

Early in the year, the global transplant community celebrated a huge milestone as we reached a combined total of 25 million donors signed up across 53 countries. While Singapore's register with 55,000 donors seems like just a drop in the ocean, our racial diversity, combined with our reputation as a world class medical centre, makes us an attractive source of donors. Last year 8 local donors were identified as a match for patients in Malaysia, America and Canada which is the good news but we are still heavily reliant on international donors for our local patients and even now, there are still many who fail to find a match. In support of this, the Executive Committee approved an aggressive three year plan to increase the size of the register by another 50,000 donors starting January 2016. This one-off project has received direct funding from the Tote Board to help pay the tissue typing costs for new donors and another grant from the Agency for Integrated Care (AIC) will help cover the marketing and manpower needs for programme expansion.

“we reached our target and recruited another 12,251 new donors onto the register, a 20% increase from 2014 and also a record achievement in the history of the organisation.”



RECRUITING HEROES

Throughout the year we partnered with 13 educational institutions integrating our donor recruitment into learning and leadership projects. Students were invited to develop creative ideas and concepts to reach out and connect with their peers educating them on just what it means to have the power to save a life. Supported by a small grant from the BMDP, we were pleased with the response and several new JCs and colleges signed up to help us.

Corporate partnerships were forged with 41 companies throughout the year – mostly focused in October's Cheek Swab Month campaign and together they delivered slightly more than 700 donors onto the register. We appreciated the level of support and commitment shown by many of the companies and among those people who attended the talks and interactive sessions, the sign up rate was a very positive 60%. Having said that, turnout overall was frequently rather lacklustre and especially among the local enterprises, plainly showing that Singapore still has a long way to go to make Corporate Social Responsibility a focus among the working population.

MEDICAL LANDSCAPE

For the treatment of many blood related diseases, a bone marrow transplant continues to be the best possible treatment with a matched volunteer donor being the optimum choice failing any suitable sibling match. An increasingly affluent but also a more healthy ageing population is driving the demand for transplantation as older patients are able to benefit from the treatment and we can expect to see the number of bone marrow transplants continue to rise. The main challenge is the number of available transplant beds in the hospitals compounded by the growing number of regional patients coming here for treatment. Going some way to meet this escalating demand, the transplant facility at Raffles Hospital came on line during the year, Parkway Cancer Centre stepped up their capabilities significantly and transplant centres in Malaysia almost doubled their activities from 2014.

“In support of helping patients with the huge financial burden that they face, the Executive Committee approved either total or partial funding for the Confirmatory Typing of one donor for all eligible Singaporean patients”

Like many other organisations in the healthcare field, we were keen to see what would be included with the launch of MediShield Life. As bone marrow transplant patients get zero government subsidy or insurance to cover any of the costs for their stem cell procurement, we were hopeful the new criteria would include this into the funding but unfortunately it did not materialise. In support of helping patients with the huge financial burden that they face, the Executive Committee approved either total or partial funding for the Confirmatory Typing of one donor for all eligible Singaporean and Permanent Resident patients to help financially and also speed up the search process. At the same time, with our foundations as a charity we remain committed to being one of the most cost-effective sources of bone marrow stem cells in the world.

FINDING THE PERFECT MATCH

To save time and money for patients, the BMDP launched our Search and Selection Service in 2015 building on our in-house HLA expertise and profound knowledge of the transplant ecosystem. Through consolidating all global search options into a final donor recommendation report for doctors, the turnaround time from search to transplant was cut by an average of 10 weeks for the first sample size of 28 patients. At the same time, more accurate predictions on donor haplotypes, cut the number of unsuccessful matches being called for typing which in itself saves both time and money. In short, the BMDP delivers the expertise to identify and source the best possible match for patients, leaving the transplant doctors more time to focus on the treatment their patients need.

the BMDP delivers the expertise to identify and source the best possible match for patients, leaving the transplant doctors more time to focus on the treatment their patients need.

Another professional and organisational highlight for the year was the submission of our application for World Marrow Donor Association (WMDA) accreditation. Similar to the ISO9000 certification, this next step in our professional development is imperative as we continue to collaborate with the world's most advanced registers and transplant centres. Being accredited will demonstrate that we are meeting the same global standards and we are optimistic that the certification will be approved in time for the International Donor Register Conference that we are hosting in June 2016. This 2-day event will also help to place Singapore on the map as a small country but one that is able to punch well above its weight in terms of medical infrastructure, expertise and resources.

FUNDRAISING

The decision to appoint a third party fundraiser has definitely strengthened our financial position and most importantly has brought in the necessary resources to commit to a three year plan to double the size of the register. Through the on-going events and micro exhibitions that we have held with our fundraising team in the shopping malls and business parks, they have also become another important channel for bone marrow donor recruitment.

Other fundraising activities in the year included the annual BMDP gala which was attended by some 350 supporters from Singapore's society and raised a total of \$600k. It was very rewarding to see so many familiar faces who support us without question, year-on-year at the event and as always, we must thank our regular sponsors for their commitment. The gala will continue to be a mainstay in our fundraising calendar.

In addition, smaller fundraising events were carried out together with the Youth-For-Causes initiative sponsored by Citibank and the YMCA. Encouraging young entrepreneurs to raise funds from a small start-up fund provided by Citibank, we had 3 teams participating who together raised a total of \$15,500.00 whilst reaching out to the public.

SUPPORTING THE TEAM



To support the new activities, staff strength grew by 50% during the year and we established a Corporate Services Division embracing administration, finance, HR and all the back-office processes required to support the register and professional services. Identifying the right people however remains a challenge with the Donor Recruitment programme competing directly with the private sector for marketing skills and within the Patient and Donor services team, we need to develop skills in-house as no candidates were available with existing HLA experience.

In order to strengthen our position as an employer of choice and to support staff retention, Ernst and Young was appointed to develop a Benefits and Compensation Framework for the organisation. This project was funded through a development grant from NCSS and the aim is to ensure the BMDP is aligned to the guidelines set out for the non-profit sector and yet incorporate the flexibility and options to attract, recruit and retain the right people.

BMDP EXECUTIVE COMMITTEE

The past year saw some changes in the Executive Committee. Incumbent BMDP President Dr Allen Yeoh stepped down after a three year term and Norman Ho, one of the founding members of the BMDP, was unanimously voted as President. From the very earliest days, Norman has been a staunch but, behind-the-scenes, supporter of the organisation providing legal counsel as well as a sanguine voice during various discussions. Lending their support, the committee was strengthened with the arrival of two new and yet familiar faces; transplant recipient Dave Eng who understands all too well the impact of our work in saving lives and Amy Fam who brings more than 25 years' experience working with a number of charities. Stuart McLelland and Dr Theresa Yoong were elected Vice President and Honorary Secretary respectively, while Henry Schindele and Dr Yvonne Loh remain in their positions as Honorary Treasurer and Chair of the Medical Advisory. The sustained commitment from the members of the Executive Committee is very much appreciated especially in the context of our aggressive expansion plans and their knowledge and understanding of the organisation will be critical to success.

In closing, 2015 was an exciting and rewarding year which was only realised through the commitment, hard work and dedication of the staff. There is a proverb which says that "it takes a whole village to raise a child" and likewise it takes a whole team of people with different skills and diverse personalities to recruit, identify and finally track down and deliver life-saving blood stem cells from that one person in 20,000 who is the matching donor for a patient. I would like to thank everyone on the staff, the

corporate partners and financial donors as well as our team of volunteers who have all worked together to educate and inform the public about our mission, and made sure that stem cells travel safely across Singapore or even around the world – to deliver on the BMDP promise to find a donor for every patient.

“It takes a whole team of people with different skills and diverse personalities to recruit, identify and finally track down and deliver life-saving blood stem cells from that one person in 20,000 who is the matching donor for a patient.”

”

Jane Prior
Chief Executive

MEET THE COMMITTEE



Back row (left to right): Dr Lim Zi-Yi, Peh Wee Leng (Joined the ExCo in April 2016), Amy Fam, Donald Lim, Jane Prior, Grahame Wright (Joined the ExCo in April 2016), Gerti Iwatake, Abhijit Raha (Joined the ExCo in April 2016), Dr Yvonne Loh
Front row (left to right): Henry Schindele, Allen Yeoh, Norman Ho, Stuart Mclelland, Dr Theresa Yoong
Not in picture: Dave Eng

EXECUTIVE COMMITTEE

The Bone Marrow Donor Programme (BMDP) is a registered society and charity governed by an Executive Committee (EXCO). The EXCO sets out the strategic direction of the organisation and all EXCO members with the exception of the CEO act in a voluntary capacity.

All office-bearers and EXCO members were elected and appointed at the Annual General Meeting held on 11 May 2015. Under the BMDP's constitution, the Honorary Treasurer shall not hold his/her post for more than four consecutive years.

NORMAN HO | PRESIDENT

A partner with leading law firm, Dentons Rodyk & Davidson LLP, Mr Ho is President of the BMDP. Through a personal friendship with the founder of the organisation he joined the Executive Committee in the 1990's and most recently served as Vice President for three terms from Oct 2012 to April 2015 before assuming the presidency in May 2015.

STUART MCLELLAND | VICE PRESIDENT

Mr McLelland is the Vice President and the Chairman of the HR Committee and a member of the Finance Committee. He was appointed to the Executive Committee in 2014 having already been actively engaged on the annual charity gala sub-committee for several years. He represents that unique sector of Permanent Residents for whom Singapore is home. Mr McLelland is a managing director of a private investment company.

DR ALLEN YEOH | VICE PRESIDENT

Dr Yeoh is currently Vice President and prior to that was President for two terms from June '2013 to April 2015. A paediatric oncologist, Dr Yeoh is actively involved in research into children's cancer and treatment.

DR THERESA YOONG | HON SECRETARY

Dr Yoong was appointed to the Executive Committee in 2014 and today is the Chair of the Donor Recruitment and Community Education Committee. Following her retirement from the public health sector, Dr Yoong remains an active volunteer in a number of charities and her support for the BMDP comes from personal experience.

HENRY H. SCHINDELE | HON TREASURER

Having retired from a career in banking, Mr Schindele first volunteered with the BMDP almost eight years ago as an international courier before subsequently joining the Executive Committee. In 2013 he was appointed Honorary Treasurer drawing on his background in banking.

JANE PRIOR | EXCO MEMBER AND CEO

President of the BMDP from 2005, Jane was appointed Chief Executive in May 2012 with the mandate to implement the strategic goals of the organisation and through expansion ensure the BMDP delivers on our promise to find a donor for every patient.

DAVE ENG | EXCO MEMBER

One of the first recipients to receive a transplant from a BMDP donor in 1995, Mr Eng is an articulate advocate for the cause, knowing all too well the impact a bone marrow donation can have on a family and a community. Re-appointed to the Executive Committee in 2015, he supports the donor recruitment efforts as a spokesperson for the organisation.

AMY FAM | EXCO Member

Mrs Fam first joined the BMDP working together with the Founder, Mr Gerald Loong in the early 1990s. She re-joined the committee in 2015 to support the outreach into the corporate sector and help escalate donor recruitment.

GERTI IWATAKE | EXCO MEMBER

Retired from professional life, Mrs Iwatake has been a member of the Executive Committee since 2011 and is Chair of the Fundraising Committee. Through her tireless efforts, the BMDP annual charity gala is now in its sixth consecutive year and brings in around \$500,000 to help pay for the costs of tissue typing new donors.

DONALD LIM | EXCO MEMBER

Mr Lim joined the Executive Committee in 2007 and supports the marketing and communications needs of the donor recruitment activities through his digital and creative expertise. Mr Lim's professional expertise has been a contributing factor in positioning the annual BMDP gala one of the "not to miss" society events.

DR LIM ZI-YI | EXCO MEMBER

Dr Lim joined the Executive Committee in 2014. He is a transplant physician in private practice and an active member of the Medical Advisory. Drawing on his experience working with donor registers in the UK and Europe, he has contributed to the design and implementation of the new professional services offering.

DR YVONNE LOH | EXCO MEMBER

Dr Loh is a transplant physician in private practice and she joined the Executive Committee in 2012. She is the Chairperson of the Medical Advisory which includes representatives from each of the local transplant centres to support the BMDP's professional services.

ANNUAL HIGHLIGHTS



CELEBRATION OF HEROES

They showed us that heroes come in all shapes and sizes from professionals to students, age 18 to 48 and they were all united by their act of generosity and altruism – giving a life-saving gift of stem cells to a total stranger. BMDP Patron, Minister K. Shanmugam presented each with a token of appreciation at the inaugural Celebration of Heroes event on January 31st.

BMDP GALA

In its sixth consecutive year, the Annual BMDP Gala was once again a highlight in Singapore's society calendar. Reflecting the SG50 mood, the event was produced by Singapore's very own Dick Lee and featured songs and performances from the past five decades and raised just over \$600,000 to pay for the tissue typing costs of new donors.



WHEN THE WORLD STOPS

To mark the year when the number of donors worldwide reached 25 million, the World Marrow Donor Association declared "World Marrow Donor Day" on September 19th. The event was literally a showstopper as fifty volunteers made up as "living statues" took over Orchard Road each symbolising a patient whose life has literally come to a standstill knowing that life itself depends on finding a matching donor. BMDP Patron Mr K. Shanmugam was the guest of honour and in the spirit of the day, is shown here carrying a giant swab to encourage more Singaporeans to sign up.



ICAP CHARITY DAY

When leading brokerage company iCAP goes out to help charity – they really do it big time donating all the proceeds from a single day's trading across their operations worldwide. BMDP was selected as a charity partner and between the partying and rubbing shoulders with Singapore's President Tony Tan, the company donated a whopping \$105,497 to our cause.

WHAT'S YOUR STORY? EXHIBITION LAUNCH

Tales of lives saved and the heroes that saved them. The Bone Marrow Donor Programme launched this special info-educational exhibition telling the untold stories of the fight against blood cancer. This showcase aims to inspire as transplant patients and donors candidly share their journey in words and on film. The exhibition features a symbolic visual portraying two faces that co-exist when one saves the life of the other.



RIVER VALLEY HIGH SCHOOL RECRUITING HEROES

Being part of this project, I am now a fervent supporter of the BMDP cause. The time spent on this cause was not in vain as peers are now more educated about BMDP, proving beneficial to the cause to say the least. Beyond that, it allowed our generation to step up and take ownership in educating ourselves and our peers, towards a more inclusive and supportive society in the decades to come.

Megan Tan, Organising Committee Member



SPECIAL THANKS TO OUR PARTNERS

We couldn't have done it
without you.

Education

ITE College Central
National University of Singapore
ITE College West
Nanyang Technological University
Cedar Girls' Secondary School
Anglo-Chinese School (Independent)
Raffles Institution
Victoria Junior Collage
Republic Polytechnic
River Valley High School
Tampines Junior College
Singapore Management University
National Junior College
St. Joseph's Institution
Singapore Institution of Management
Ngee Ann Polytechnic

Corporate

Regenetic Pte Ltd
The Young Men's Christian Association (YMCA)
Association of Muslim Professionals (AMP)
Genentech
Franklin Templeton Investments
Johnson & Johnson
Goldman Sachs
Buddhist Compassion Relief Tzu Chi Foundation (Singapore)
Barclays
Roche Diagnostics Asia Pacific
Wells Fargo
Action Community for Entrepreneurs
Watsons Pharmacists
Citibank
GlaxoSmithKline (GSK)
Simplex Pte Ltd
Distinct Professionals Group (DPG)
Randstad
Tata Communications
The Learning Lab
Raffles Medical Group
Allen & Gledhill LLP
Church of the Immaculate Heart of Mary
Singapore National Eye Centre
CEI Contract Manufacturing Limited
Bunge
KK Women's and Children's Hospital
Ong & Ong Pte Ltd
iCap
Gartner
Concord Medical Services Holdings Limited
Pepperl+Fuchs Asia Pte. Ltd.
Abbott
Singapore General Hospital
Bloomberg
FIL Investment Management (Singapore) Limited
Tata Consultancy Services
Sony
Ernst & Young
Ruth's Chris Steak House
Ecolab
Ministry of Manpower
Singapore Police Force
Changi Naval Base
Singapore General Hospital (SGH)
Singapore Armed Forces
National University Hospital

WHAT'S YOUR STORY

GRATITUDE OF A SILENT SAVIOUR



In early 2013, I was diagnosed with leukaemia and in July that year I received an anonymous donation of blood stem cells to replace my own rapidly-failing bone marrow. From the outset the doctors had said that my only chance of full remission and recovery was dependent on getting a 1-in-20,000 match for a transplant. Testimony that it was effective, twelve months later and on the road to a full recovery, I had a chance to meet my anonymous donor.

In sharing my story, I want to thank my donor, and all donors for their life-saving and selfless act of giving another person a chance at life. I also want to encourage everyone to take a moment to reflect on the enormous opportunity of actually saving life. Blood diseases do not discriminate and literally anyone, old or young, Malay, Indian or Chinese can have their life torn apart through being diagnosed with leukaemia, lymphoma or one of more than 50 blood diseases.

I want to thank my donor, and all donors for their life-saving and selfless act of giving another person a chance at life.

The many donors of bone marrow and even other organs who have made a great and even life-saving difference in many patients' lives most often describe their acts of courage and generosity as 'no big deal'.

I beg to differ. It is a 'big deal' and one very good reason to place yourself on the worldwide register of potential donors. Someone's life may be hanging in the balance and waiting for just that one new donor who signs up – and is a perfect match.

Father Luke Fong

A RANDOM ACT THAT HELPED SAVE A LIFE

An executive with the Singapore Symphony Orchestra, Melissa Tan never imagined that a random act would save a life – but it did! She admits to joining the registry during BMDP's outreach at SIM University as the cheek swab process seemed a novelty and they felt it was cool to support a cause. Knowing the chances of being a match is pretty slim, she never expected to be called up

“I would do it all over again if called up because my actions could potentially save a life. It is a worthy cause and everyone should sign up as a donor!”

as a potential donor. I realised that health is something we all take for granted but for the first time in my life, my health can impact someone else. This made

me determined to see through the donation.

Melissa went through the Peripheral Blood Stem Cell (PBSC) donation method - 90% of all donors have their stem cells collected this way. Prior to the donation, my family doctor assisted me with five daily hormone injections which stimulated the bone marrow to produce stem cells that would be released into my bloodstream. On D-donation day, she was hooked up to a machine that filtered out the stems cells needed from my bloodstream in a process similar to a blood donation. It was slightly uncomfortable during the initial hook up, but I reminded myself that it was insignificant compared to what the patient was going through. Within a day, my donation was completed and I went home, grateful to be given a chance to save a life.



COURIERING THROUGH CRISIS TO SAVE A LIFE



Every day, stem cells are transported around the world – and all by hand. Already a frequent traveller, Eleanor Choo, one of the BMDP's volunteer couriers shared her story about a trip with a difference.

Wishing to play a part in saving lives, I decided to volunteer with the BMDP as a courier to help transport stem cells internationally. I went through comprehensive training and even accompanied an experienced courier on a trip. My first solo courier trip was to Taiwan in early 2015 and it sure was an eventful one.

While preparing for departure, news broke that TransAsia Flight 235 had crashed into the Keelung River, tragically killing most of those on board. Transport into and around Taiwan was thrown into chaos made even worse by the pending Chinese New Year holiday. My own small-scale tragedy was looming if I couldn't get to Hualien in Eastern Taiwan in time to collect the stem cells desperately needed by the patient in Singapore.



My trip was initially postponed and domestic flights were all cancelled but with the help of the BMDP team, we managed to get the last seat on the train

from Taipei to Hualien. I finally arrived at Hualien after sunset and confirmed my pick-up at 7.30 the next morning.

Waking very early, I headed to the hospital and after completing the paperwork, the stem cells were handed into my nervous care. By 8:00 pm, after a train ride and a fortunately uneventful flight, I arrived back in Singapore and delivered my precious cooler box to the hospital. The paperwork completed, the stem cells in the laboratory, I handed the baton over to the hospital.

I play a small part in saving the life of a patient. Logistical difficulties are nothing compared to the trauma the patient and their family goes through. I hope others will help the BMDP by recruiting more donors, overcoming the misconceptions in the community and ultimately providing patients with that second chance at life.

BMDP'S FOOT SOLDIERS PAVING THE WAY

In late 2013, the BMDP appointed a third-party organisation to bring in the much needed funds to support our work. Little did we realise the impact of having a team of around fifty “foot soldiers” working in the community every single day; not only fundraising but also helping to recruit new bone marrow donors onto the register and raising awareness.

Jaden who is part of the events team working in the retail malls shared his experiences in encountering the public. Often hostile at first encounter, he finds great reward and satisfaction teaching them all about bone marrow donation. “I did not know anything about the BMDP when I first started but today I am



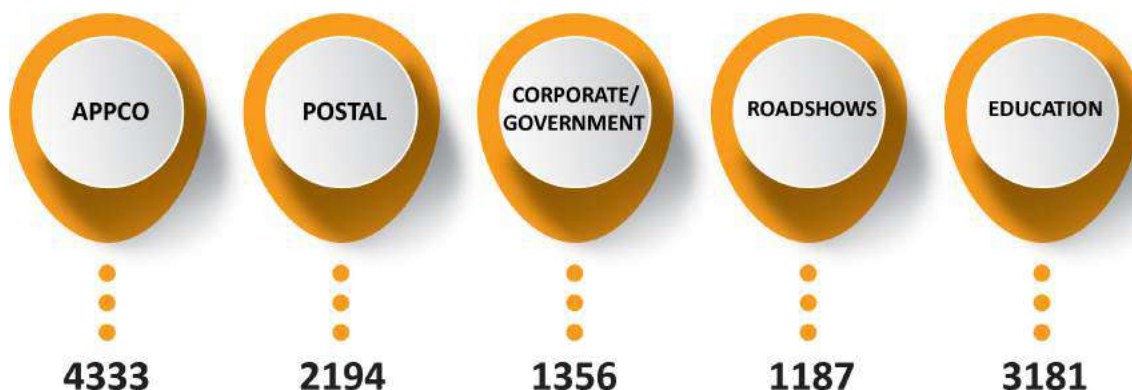
proud of the work we do as more people now understand the cause and this will definitely help save lives”.

For team-leader Prabhakhar, who works in the house-to-house team, meeting people in their own homes over the past 24 months, has brought many stories of lives touched by blood diseases. He shared a recent encounter with a family who had recently lost a child to leukaemia and in the time of their greatest sadness he knocked on their door. “At first they were so hurt and angry but as we talked more, we all came to realise that we are working on the same side and they recognised that through the work of the BMDP other families may not need to face their situation and loss.”

Since 2013, the fundraising team have recruited more than 15,000 financial donors which means they have shared the BMDP’s message with ten times that many people, raising awareness about our life-saving work.

FAST FACTS

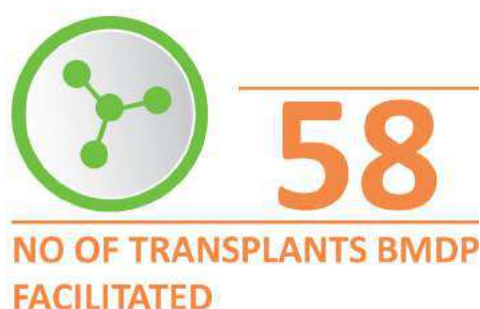
SOURCES OF NEW DONORS RECRUITED



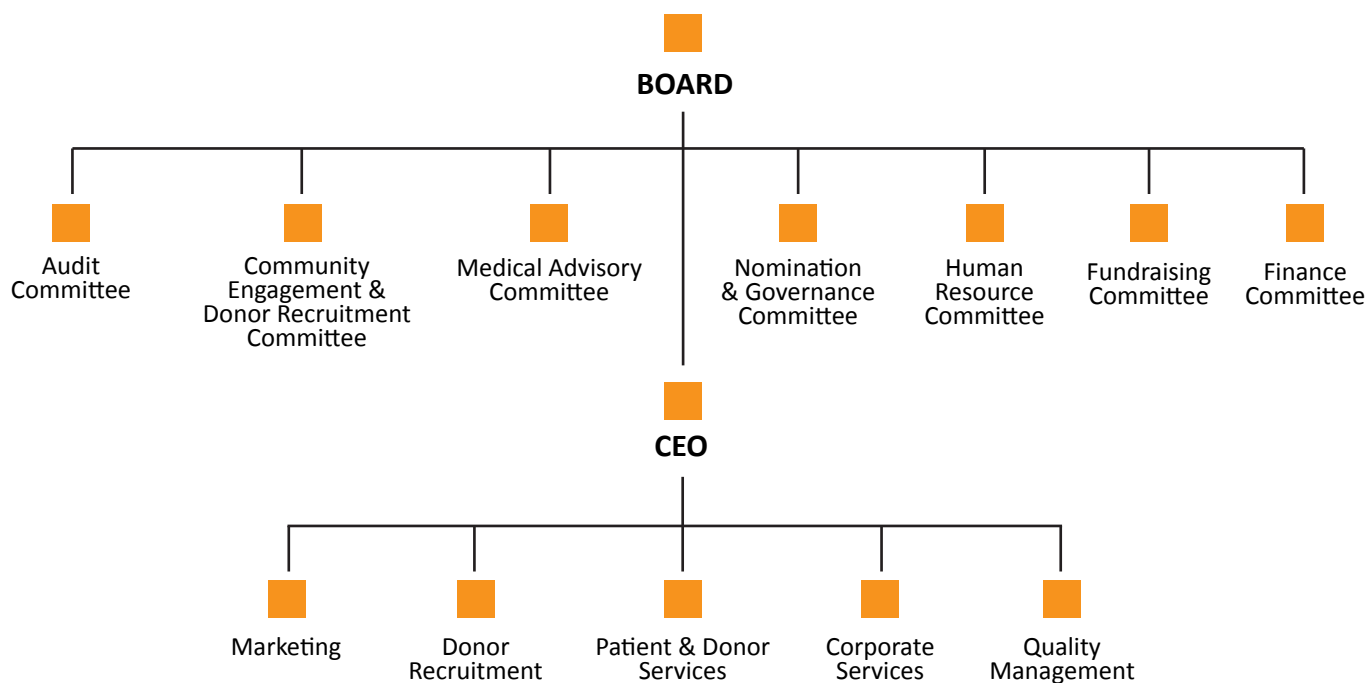
DONORS RECRUITED



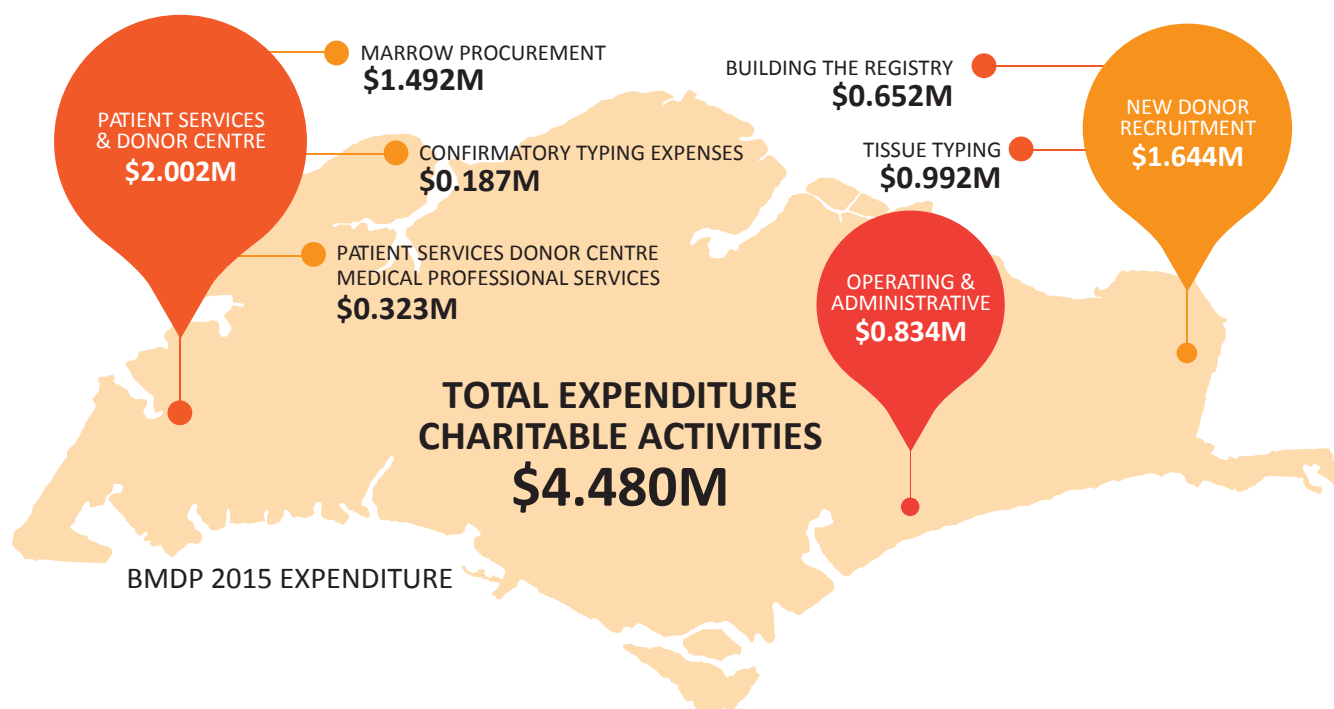
PATIENT SERVICES



ORGANISATION CHART



HOW WE USE YOUR FUNDS



CORPORATE GOVERNANCE

Governance Evaluation Checklist			
S/No.	Code Description	Code ID	Compliance
Board Governance			
A	Are there Board members holding staff appointments?	-	Yes
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	Complied
2	Staff does not chair the Board.	1.1.2	Complied
3	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
4	There are Board committees (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 they 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?	-	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?	-	No
D	Does the charity employ paid staff?	-	Yes
19	No staff is involved in setting his or her own remuneration.	2.2	Complied
20	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			
21	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied

Staff with Annual Remuneration above \$100K (including employer's CPF contribution)

Remuneration Band	2015	2014
\$100,001 to \$150,000	1	1
\$150,001 to \$200,000	-	-
\$200,001 to \$250,000	1	1

Reserves Policy

The reserves of the BMDP comprise the unrestricted funds that is freely available for its operating purposes and do not include restricted funds, endowment funds and designated funds.

The BMDP adopts a prudent approach in determining its reserves level, and strives to achieve a reserve of not more than three years of its annual operating expenditure. This is to ensure the BMDP's long-term financial sustainability and ability to provide continued services to its beneficiaries.

The BMDP reserves level stood at 17.6 months as of 31 December 2015. The Executive Committee reviews the level of reserve that is adequate to fulfil the continuing obligations of the BMDP on a regular basis.

The BMDP invests its reserves in accordance with an investment policy approved by the Executive Committee.

Conflict of Interest Policy

The Executive Committee puts in place a policy to ensure that all members of the Executive Committee, Sub-Committees, staff and volunteers (collectively refer to as "members") fulfil their obligations to act in the best interest of the BMDP at all times.

All members are required to declare any actual, potential and/or perceived conflicts of interest in accordance to the Policy and documented procedures. Executive Committee members are not allowed to vote nor participate in the decision-making on matters where they have actual, potential and/or perceived conflicts of interest.

Corporate Information

Registered Address:	8 Sinaran Drive, #03-02, Novena Specialist Centre, Singapore 307470		
UEN:	S93SS0141J	Tel:	(65) 6340 1040
IPC Number:	HEF0015/G	Fax:	(65) 6340 1041
URL:	www.bmdp.org	Email:	admin@bmdp.org
CEO:	Jane Prior (Ms) – appointed since 1 May 2012		
Auditors:	Reanda Adept PAC	Lawyers:	WongPartnership LLP
Bankers:	Oversea-Chinese Banking Corporation Limited; United Overseas Bank Limited; Malayan Banking Berhad; Standard Chartered Bank (Singapore) Limited		
Governing instrument:	Constitution		
Principal funding sources:	Individual and corporate donations, grants and funding, administrative fees on marrow procurement and confirmatory typing		

THE BONE MARROW DONOR PROGRAMME

UEN: S93SS0141J

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

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Statement By The Executive Committee


THE BONE MARROW DONOR PROGRAMME
Statement by The Executive Committee
For the financial year ended 31 December 2015


In the opinion of the Executive Committee,

- (a) the accompanying balance sheet, statement of financial activities and statement of cash flows are drawn up so as to give a true and fair view of the financial position of The Bone Marrow Donor Programme as at 31st December 2015, and the financial performance of the Society and cash flows for the financial year then ended, and
- (b) at the date of this statement, there are reasonable grounds to believe that the Society will be able to pay its debts as and when they fall due.

These financial statements were authorised for issue on the date of this statement.

On behalf of the Executive Committee,



NORMAN HO
President

H. SCHINDELE
Hon. Treasurer

Singapore,

22 APR 2016

Independent Auditor's Report

Reanda Adept PAC
Public Accountants and Chartered Accountants of Singapore

138 Cecil street , #06-01
Cecil Court, Singapore 069538
Tel: 6323 1613
Fax: 6323 1763
www.reanda-adept.com.sg

To the Members of
THE BONE MARROW DONOR PROGRAMME.

Report on the Financial Statements

We have audited the accompanying financial statements of The Bone Marrow Donor Programme (the "Society"), which comprise the balance sheet as at 31 December 2015, the statement of financial activities and statement of cash flows of the Society for the financial year then ended, and a summary of significant accounting policies and other explanatory information.

Executive Committee's Responsibility for the Financial Statements

The Executive Committee is responsible for the preparation of these financial statements that give a true and fair view in accordance with the provisions of the Singapore Charities Act, Chapter 37 (the "Act") and the Charities Accounting Standards (CAS) and for devising and maintaining a system of internal accounting control 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 statement of financial activities and balance sheet and to maintain accountability of assets.

Auditor's 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 that give a true and fair view 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 controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by 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.

Independent Auditor's Report

To the Members of
THE BONE MARROW DONOR PROGRAMME.
(continued)

Opinion

In our opinion, the financial statements are properly drawn up in accordance with the CAS and so as to give a true and fair view of the financial position of the Society as at 31st December 2015, the financial transactions and cash flows of the Society for the financial year then ended on that date.

Report on Other Legal and Regulatory Requirements

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

- a) The donation monies have not been used in accordance with the objectives of the Society as an Institution of a Public Character; and
- b) The Society did not comply with Regulation 15 (fund-raising expenses) of the Charities (Institutions of a Public Character) Regulations.

Report on Other Legal and Regulatory Requirements

The accounting and other records required by the regulations enacted under the Charities Act and the Societies Act to be kept by the Society have been properly kept in accordance with the provisions of the Act.

Other Matter

The financial statements for the financial year ended 31 December 2014 were audited by another firm of auditor whose report dated 8 May 2015 expressed an unqualified opinion on those financial statements.



Reanda Adept PAC
Public Accountants and
Chartered Accountants

Singapore,

22 APR 2016

Balance Sheet

THE BONE MARROW DONOR PROGRAMME
Balance Sheet
As at 31 December 2015

ASSETS

	NOTE	2015 S\$	2014 S\$
NON-CURRENT ASSETS			
Plant and equipment	9	140,541	159,715
CURRENT ASSETS			
Trade receivables	4	416,488	164,190
Other receivables	5	143,722	92,210
Cash and cash equivalents	6	10,847,995	4,844,522
		<u>11,408,205</u>	<u>5,100,922</u>
TOTAL ASSETS		<u>11,548,746</u>	<u>5,260,637</u>

FUNDS

Unrestricted fund - General		8,775,830	4,231,134
Unrestricted fund - Designated needy patient fund	10	873,635	-
Restricted funds		56,700	-
		<u>9,706,165</u>	<u>4,231,134</u>

CURRENT LIABILITIES

Trade payables	7	1,006,797	615,494
Other payables	8	835,784	414,009
		<u>1,842,581</u>	<u>1,029,503</u>
TOTAL EQUITY AND LIABILITIES		<u>11,548,746</u>	<u>5,260,637</u>

The accompanying notes form an integral part of the financial statements.

Statement of Financial Activities

THE BONE MARROW DONOR PROGRAMME
Statement of Financial Activities
For the Financial Year Ended 31 December 2015



	Note	2015				2014			
		Unrestricted Funds		Restricted Funds		Unrestricted Funds		Total	
		General Fund	Designated Needy Patient Fund	TBCHF VCF FIL Foundation		General Fund			
		S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$
Income									
Voluntary income	2.10/11a/13	305,275	925,135	157,724	1,388,134	365,504	365,504	365,504	365,504
Activities for generating funds	2.10/11b	9,100,088	-	-	9,100,088	5,003,698	5,003,698	5,003,698	5,003,698
Charitable activities	2.10/11c	2,367,313	-	-	2,367,313	1,954,924	1,954,924	1,954,924	1,954,924
Other operating income	11d	81,227	-	-	81,227	20,798	20,798	20,798	20,798
Total income		11,853,903	925,135	157,724	12,936,762	7,344,924	7,344,924	7,344,924	7,344,924
Costs & Expenditure									
Activities for generating funds	2.11/12a	(2,930,426)	-	-	(2,930,426)	(1,588,254)	(1,588,254)	(1,588,254)	(1,588,254)
Charitable activities	2.11/12b	(2,724,827)	(51,500)	-	(2,776,327)	(1,976,833)	(1,976,833)	(1,976,833)	(1,976,833)
Depreciation	9	(68,669)	-	-	(68,669)	(78,105)	(78,105)	(78,105)	(78,105)
Staff costs	16	(1,176,585)	-	-	(1,176,585)	(922,163)	(922,163)	(922,163)	(922,163)
Other operating expenses	15/14	(408,700)	-	(101,024)	(509,724)	(407,603)	(407,603)	(407,603)	(407,603)
Total costs and expenditure		(7,309,207)	(51,500)	(101,024)	(7,461,731)	(4,972,958)	(4,972,958)	(4,972,958)	(4,972,958)
Surplus for the financial year		4,544,696	873,635	56,700	5,475,031	2,371,966	2,371,966	2,371,966	2,371,966
Reconciliation of Fund									
Total fund at beginning of financial year		4,231,134	-	-	4,231,134	1,859,168	1,859,168	1,859,168	1,859,168
Total fund at end financial year		8,775,830	873,635	56,700	9,706,165	4,231,134	4,231,134	4,231,134	4,231,134

The accompanying notes form an integral part of the financial statements.

Statement of Cash Flows

THE BONE MARROW DONOR PROGRAMME
Statement of Cash Flows
For the Financial Year Ended 31 December 2015

Operating Activities

	NOTE	2015 S\$	2014 S\$
Surplus for the financial year			
- Unrestricted Funds		5,418,331	2,371,966
- Restricted Funds		56,700	-
Adjustments for:			
Depreciation Charge	9	68,669	78,105
Interest income		(49,106)	(9,282)
Operating surplus before working capital changes		5,494,594	2,440,789
Changes in working capital:			
Trade receivables		(252,298)	(112,918)
Other receivables		(51,512)	(17,014)
Trade payables		391,303	258,774
Other payables		421,775	11,442
Net change in working capital		509,268	140,284
Net cash inflows from operations		6,003,862	2,581,073
Interest received		49,106	9,282
Net cash inflows from operating activities		6,052,968	2,590,355

Investing Activities

Purchase of plant and equipment	9	(49,495)	(40,415)
Net cash outflows from investing activities		(49,495)	(40,415)
Net increase in cash and cash equivalents		6,003,473	2,549,940
Cash and cash equivalents at beginning of the financial year		4,844,522	2,294,582
Cash and cash equivalents at the end of the financial year		10,847,995	4,844,522

The accompanying notes form an integral part of the financial statements.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

1. GENERAL INFORMATION

The Society (UEN: S93SS0141J) is a society registered under the Societies Act Chapter 311, and is also an approved charity under the Charities Act, Chapter 37.

The Society's registered address and principal place of activities is at 8 Sinaran Drive #03-02, Novena Specialist Centre Singapore 307470

The principal activities of the Society are to educate the public about the role of transplantation in the treatment of blood-related diseases and to build and maintain a register of volunteer bone marrow donors in Singapore. In addition, the Society provides a service to the hospitals to search this and other registers to match the donors to their patients and to facilitate the transfer of blood stem cells from donor to patient.

The Society has been accorded the status of an Institution of a Public Character ("IPC") for the period from 8 July 2014 to 7 July 2016.

The Executive Committee has authorised and approved these financial statements for issue on the date of the Statement by Executive Committee.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2.1 Basis of preparation

The financial statements of the Society have been prepared in accordance with the provisions of the Singapore Charities Act, Cap 37 (the "Act") and Charities Accounting Standards (CAS). The accounting policies of the Society are consistent with the requirements of the CAS and are applied consistently to similar transactions, other events and conditions. The financial statements have been prepared under the historical cost convention, except as disclosed in the accounting policies below.

The preparation of financial statements in conformity with CAS requires management to exercise its judgment in the process of applying the Society's accounting policies. It also requires the use of accounting estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and contingent 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 ultimately differ from those estimates. The areas involving a higher degree of judgment or complexity are disclosed in Note 3 to the financial statements.

The financial statements are presented in Singapore dollars (S\$), which is also the functional currency of the Society. Functional currency is the currency of the primary economic environment in which the Society operates.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.2 Plant and equipment

All items of plant and equipment are initially recorded at cost. Subsequent to recognition, plant and equipment and furniture and fixtures are measured at cost less accumulated depreciation. The cost includes the cost of replacing part of the plant and equipment and borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying plant and equipment. The accounting policy for borrowing costs is recognised as an asset if, and only if, it is probable that future economic benefits associated with the item will flow to the Company and the cost of the item can be measured reliably.

When significant parts of plant and equipment are required to be replaced in intervals, the Company recognises such parts as individual assets with specific useful lives and depreciation, respectively. Likewise, when a major inspection is performed, its cost is recognised in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognised in profit or loss as incurred.

Depreciation is computed on a straight-line basis over the estimated useful lives of the assets as follows:

Furniture & fittings	3 years
Office equipment	3 years
Computers	3 years
Website development	3 years
Renovation	3 years

An item of plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use. Any gain or loss on derecognition of the asset is included in the income statement in the financial year the asset is derecognised.

The residual value, useful life and depreciation method are reviewed at each financial year-end, and adjusted prospectively, if appropriate.

An item of plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss on derecognition of the asset is included in profit or loss in the year the asset is derecognised.

2.3 Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and at bank and fixed deposits which are short term, highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.4 Financial Assets

The Society has its financial assets in the following categories: cash and cash equivalents, trade and other receivables. The classification depends on the purpose for which the assets were acquired.

Trade and other receivables are presented as current assets, except those maturing later than twelve months after the balance sheet date which are classified as non-current assets.

Trade and other receivables (excluding prepayments) are recognised at their transaction price excluding transaction costs, if any. Transaction costs are recognised as expenditure in the statement of financial activities as incurred. Prepayments are initially recognised at the amount paid in advance for the economic resources expected to be received in the future.

After initial recognition, trade and other receivables are subsequently measured at cost less any accumulated impairment losses. Prepayments are subsequently measured at the amount paid less the economic resources received or consumed during the financial year.

Financial assets are derecognised when the contractual rights to receive cash flows from the assets have expired or have been transferred and the Society has transferred substantially all risks and rewards of ownership. On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received is recognised in statement of financial activities.

The amount of the allowance is the difference between the asset's carrying amount and the undiscounted future cash flows, excluding unearned interest of interest-bearing assets that the Society expects to receive from the assets. The amount of the allowance for impairment is recognised in the statement of financial activities.

2.5 Financial Liabilities

Financial liabilities are recognised on the balance sheet when, and only when the Society becomes a party to the contractual provisions of the financial instrument. The Society derecognises financial liabilities when, and only when, the Society's obligations are discharged, cancelled or have expired.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.6 Impairment of Financial Assets

The Society assesses at each balance sheet date whether there is objective evidence that a financial asset or a group of financial assets is impaired and recognises an allowance for impairment when such evidence exists.

An allowance for impairment is established when there is objective evidence that the Society will not be able to collect all amounts due according to the original terms of the receivables.

In the case of trade and other receivables, the amount of impairment loss is the difference between the financial asset's carrying amount and the undiscounted future cash flows, excluding unearned interest of interest-bearing assets that the Society expects to receive from the assets.

The recognised impairment loss is subsequently reversed if the amount of the impairment loss decreases and the decrease is related objectively to an event occurring after the impairment is recognised. The reversal shall not result in a carrying amount of the financial assets, net of any allowance account that exceeds what the carrying amount would have been had the impairment not previously been recognised. The reversal of impairment loss is recognised in the statement of financial activities.

2.7 Trade and Other Payables

Trade and other payables are normally settled on 14 to 45 days term. These are recognised at their transaction price, excluding transaction costs, if any, both at initial recognition and at subsequent measurement. Transaction costs are recognised as expenditure in the statements of financial activities as incurred. Accruals are recognised at the best estimate of the amount payable.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.8 Fund Accounting

Monies received for specific purposes, including transfers from the general fund, are credited directly to the respective fund in the financial statements. These include restricted funds and unrestricted funds. Restricted funds are funds held by the Society that can only be applied for specific purposes. These funds are subject to specific trusts which may be declared by the donors or with their authority or created through legal process but are still within the wider objects of the Society. Unrestricted funds are expendable at the discretion of the Executive Committee in furtherance of the Society's objects.

Designated fund is part of the unrestricted funds earmarked for a particular project. The designation is for administrative purpose only and does not restrict the Executive Committee's discretion to apply the fund.

Income and expenditure relating to specific funds are accounted for directly in the funds to which they relate. Common expenses, if any, are allocated on a reasonable basis to the funds based on a method suitable to this common expense. Assets and liabilities of the specific funds are pooled in the balance sheet.

Funds received for specific purposes such as purchase of depreciable assets are taken to relevant restricted fund account. This relevant fund will be reduced over the useful life of the asset in line with its depreciation. Depreciation is charged to the relevant designated funds where the asset is held.

2.9 Grants and Donations

The recognition of a promised grant or donation is evidence of entitlement which normally exists when the grant is formally expressed in writing. Where the entitlement is demonstrable, and no conditions are attached, such promises are recognised as income once the criteria of certainty and measurability are met. When conditions are attached, they must be fulfilled before the Society has unconditional entitlement to the income. The income are deferred as a liability where uncertainty exists as to whether the Society can meet the conditions and are recognised as income when there are sufficient evidence that the conditions imposed can be met.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.10 Revenue Recognition

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Society and the revenue can be reliably measured, regardless of when the payment is made. Revenue is measured at the fair value of consideration received or receivable.

Cash donations which are still in collection containers at public and other premises or are in transit to the Society are not recognised as income until they have been received by the Society. Donations are recognised on a receipt basis. No value is ascribed to volunteer services, donated services, assets donated for continuing use or similar donations-in-kind, unless the benefit to the Society is reasonably quantifiable and measurable in which case an equivalent amount is recorded in expenditure, or capitalised as appropriate.

Donations-in-kind received for continuing use are capitalised and included in the balance sheet at a reasonable estimate or in the event that it is not practicable to do so, a nominal value of S\$1 is assigned to capitalise the useable assets.

Items received which are donated for resale, distribution or consumptions are not recorded when received as it is usually not practical to ascertain the value of the items involved.

Interest income is recognised on a time proportion basis using the effective interest method.

Income from fund-raising projects is taken up in the financial statements as income on receipt basis. Grants and subsidies are taken up in the financial statements as income on accrual basis.

The Society drives a substantial proportion of its income from voluntary donations secured through a third party fund raiser. Because of the nature of these donations, the front end processing of the donations is not handled by the Society and only upon the point of entry in the accounting records can the Society implement its accounting controls.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.11 Expenditure

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to that activity.

Cost of Generating Funds

The cost of generating funds are those costs attributable to generating income for the Society, other than those costs incurred in undertaking charitable activities in furtherance of the Society's objects.

Charitable Activities

Expenditure on charitable activities comprises all costs incurred in the pursuit of the charitable objects of the Society. Those costs, where not wholly attributable, are apportioned between the categories of charitable expenditure. The total costs of each category of charitable expenditure therefore include an apportionment of support cost, where possible.

Governance Costs

Governance costs include the costs of governance arrangements, which relate to the general running of the Society as opposed to the direct management functions inherent in generating funds, service delivery and programme or project work. Expenditure on the governance of the charity will normally include both direct and related support costs which include internal and external audit, apportioned manpower costs and general costs in supporting the governance activities, legal advice for governing board members, and costs associated with constitutional and statutory requirements

Other Expenditure

Other expenditure includes the payment of any expenditure that the Society has not been able to analyse within the main expenditure categories.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.12 Employee Benefits - Defined Contribution Plan

The Society makes contributions to the Central Provident Fund scheme in Singapore, a defined contribution pension scheme. Contributions to this scheme are recognised as an expense in the period in which the related service is performed.

2.13 Operating Lease – As Lessee

Leases of assets in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are taken to the statement of financial activities on a straight-line basis over the year of the lease. When an operating lease is terminated before the lease period has expired, any payment required to be made to the lessor by way of penalty is recognised as an expense in the year in which termination takes place.

2.14 Related Parties and Transactions

A related party is defined as follows:

- a) A person or a close member of that person's family is related to the Society if that person:
 - (i) Has control or joint control over the Society;
 - (ii) Has significant influence over the Society; or
 - (iii) Is a member of the key management personnel of the Society or of a parent of the Society.
- b) An entity is related to the Society if any of the following conditions applies:
 - (i) The entity and the Society are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to others).
 - (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - (iii) Both entities are joint ventures of the same third party.
 - (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - (v) The entity is a post-employment benefit plan for the benefit of employees of either the Society or an entity related to the Society. If the Society is itself a plan, the sponsoring employers are also related to the Society;
 - (vi) The entity is controlled or jointly controlled by a person identified in (a);
 - (vii) A person identified in (a) (i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
 - (viii) The entity or any member of a group of which it is a part, provides key management personnel services to the company or to the parent of the company.

A related party transaction is a transfer of resources services or obligations between the company and a related party, regardless of whether a price is charged.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2.15 Foreign Currency Transactions -Transaction and Balances

The Society's financial statements are presented in Singapore Dollars which is also the Society's functional currency. Transactions in foreign currencies are measured in the functional currency of the Society recorded on initial recognition in the functional currency at exchange rate approximating those ruling at the transaction dates. Monetary assets and liabilities denominated in foreign currency are translated at the rate of exchange ruling at the end of the reporting period.

Non-monetary item that are measured in terms of historical cost in a foreign currency are translated using the exchange rates as at the dates of the initial transactions. Non-monetary items measured at fair values in a foreign currency are translated using the exchange rates at the date when the fair value was determined.

Exchange differences arising on the settlement of monetary items or on translating monetary items at the end of the reporting period are recognised in statement of financial activities.

3. CRITICAL ACCOUNTING ESTIMATES, ASSUMPTIONS AND JUDGEMENTS

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

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

Key sources of accounting estimation and assumptions

Judgments Made in Applying Accounting Policies

The Society makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no critical accounting estimates and assumptions that would affect the application of accounting policies and amounts of assets, liabilities, revenue and expenses and disclosures made.

a) *Useful Lives of Plant and Equipment*

Management estimates the useful lives of these plant and equipment to be 3 years. Changes in the expected level of usage and technological developments could impact the economic useful lives and residual values of these assets, therefore, future depreciation charges could be revised. The carrying amount of the Society's plant and equipment at the date of balance sheet is disclosed in Note 9 to the financial statements.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

3. CRITICAL ACCOUNTING ESTIMATES, ASSUMPTIONS AND JUDGEMENTS (CONTINUED)

b) *Impairment of Trade Receivables*

The Society assesses at each balance sheet date whether there is objective evidence that trade and other receivables have been impaired. Impairment loss is calculated based on a review of the current status of existing receivables and historical collections experience. Such provisions are adjusted periodically to reflect the actual and anticipated experience. During the financial year ended 31 December 2015, the Society provided for allowance of impairment loss amounting to S\$ Nil (2014: S\$ 528). The carrying amount of the Society's trade receivables as at 31 December 2015 amounted to S\$ 402,961 (2014: S\$ 158,905).

4. TRADE RECEIVABLES

	2015 S\$	2014 S\$
Receivable from patients	402,961	158,905
GST receivable	13,527	5,285
	<u>416,488</u>	<u>164,190</u>

Trade receivables are non-interest bearing and are generally on 30 to 90 days' terms.

Trade receivables that are individually determined to be impaired at the balance sheet date relate to debtors that are in significant financial difficulties and have defaulted in payments.

The Society has trade receivables amounting to S\$ 76,604 (2014: S\$ 53,964) that are past due (more than 90 days) at end of the reporting period but not impaired. These receivables are unsecured.

5. OTHER RECEIVABLES

	2015 S\$	2014 S\$
Grant receivable	51,976	-
Deposits paid	14,730	12,531
Interest receivables	6,657	3,707
Prepayments	70,359	37,979
Income receivables	-	37,993
	<u>143,722</u>	<u>92,210</u>

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

6. CASH AND EQUIVALENTS

	2015 S\$	2014 S\$
Fixed deposits	8,000,000	911,872
Cash at banks	2,847,673	3,932,332
Cash in hand	322	318
	<u>10,847,995</u>	<u>4,844,522</u>

Fixed deposit bears interest rate at between 1.5 and 1.8% (2014: 0.75%) per annum and will mature within 12 months from the end of the reporting period.

7. TRADE PAYABLES

	2015 S\$	2014 S\$
Payables for marrow extraction, testing and spot cards	<u>1,006,797</u>	<u>615,494</u>

Trade payables are non-interest bearing and are generally on 30 to 90 days' terms.

Included in trade payables are S\$ 496,351 (2014: S\$ 250,082) denominated in United States dollars and S\$ 3,687 (2014: S\$ 67,260) denominated in Euro.

8. OTHER PAYABLES

	2015 S\$	2014 S\$
Provisions	157,362	98,542
Advances from patients	286,191	170,775
Advance receipts - Charity gala dinner	-	33,300
Advance receipts - IDRC	67,776	-
Accruals	48,508	35,215
Provision for un-billed invoice from suppliers	275,947	76,177
	<u>835,784</u>	<u>414,009</u>

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

9. PLANT AND EQUIPMENT

Cost	Furniture & fittings S\$	Office equipment S\$	Computers S\$	Website development S\$	Renovation S\$	Total S\$
At 1 January 2014	11,154	2,062	21,721	118,069	173,081	326,087
Additions	-	1,391	27,224	7,400	4,400	40,415
As at 31 December 2014 and 1 January 2015	11,154	3,453	48,945	125,469	177,481	366,502
Additions	-	537	21,038	23,500	4,420	49,495
At 31 December 2015	11,154	3,990	69,983	148,969	181,901	415,997
Accumulated Depreciation						
At 1 January 2014	3,793	2,018	10,197	106,477	6,197	128,682
Depreciation Charge	266	392	6,220	12,311	58,916	78,105
As at 31 December 2014 and 1 January 2015	4,059	2,410	16,417	118,788	65,113	206,787
Depreciation Charge	246	378	7,797	719	59,529	68,669
At 31 December 2015	4,305	2,788	24,214	119,507	124,642	275,456
Net carrying value						
At 31 December 2015	6,849	1,202	45,769	29,462	57,259	140,541
At 31 December 2014	7,095	1,043	32,528	6,681	112,368	159,715

The accompanying notes form an integral part of the financial statements.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

10. UNRESTRICTED FUNDS

An unrestricted needy patient fund of S\$ 925,135 was designated during the financial year to help the qualifying needy patients for the cost of confirmatory tests and bone marrow procurement.

11. INCOME FROM GENERATED FUNDS (UNRESTRICTED)

a) Voluntary Income

	Designated Needy Patient Fund		General Fund	
	2015 S\$	2014 S\$	2015 S\$	2014 S\$
Corporate donations	-	-	148,719	151,696
Donor drive	-	-	101,791	71,002
General donations	925,135	-	54,765	142,806
	<u>925,135</u>	<u>-</u>	<u>305,275</u>	<u>365,504</u>

b) Activities for Generating Funds

	General Fund	
	2015 S\$	2014 S\$
APPCO - Fund raising campaign	8,405,894	4,339,929
Charity gala dinner	642,105	636,281
Standard Chartered marathon run	11,863	7,657
Zouk concert 2014	-	19,576
YFC Donations	19,219	-
WMDD sponsorship income	20,000	-
Others	1,007	255
	<u>9,100,088</u>	<u>5,003,698</u>

c) Charitable Activities

	General Fund	
	2015 S\$	2014 S\$
Confirmatory testing	354,329	429,154
Marrow procurement and testing	2,012,984	1,525,770
	<u>2,367,313</u>	<u>1,954,924</u>

d) Other Operating Income

	General Fund	
	2015 S\$	2014 S\$
Employment grants received from government	32,121	11,066
Interest income	49,106	9,282
Others	-	450
	<u>81,227</u>	<u>20,798</u>

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

12 COST OF GENERATING FUNDS (UNRESTRICTED)

a) Activities for Generating Funds

	General Fund	
	2015 S\$	2014 S\$
Charity gala dinner	95,164	70,985
APPCO - Fund raising	2,179,482	1,157,477
Zouk concert 2014	1,970	14,332
YFC expenses	4,366	-
Administraion fees	649,445	345,460
	<u>2,930,427</u>	<u>1,588,254</u>

b) Charitable Activities

	Designated Needy Patient Fund		General Fund	
	2015 S\$	2014 S\$	2015 S\$	2014 S\$
Needy patient fund disbursement	51,500	-	-	-
Confirmatory testing costs	-	-	186,598	227,316
Donor recruitment & publicity costs	-	-	55,351	52,349
GST (refund)/paid*	-	-	(9,939)	11,236
Marrow procurement costs	-	-	1,491,854	1,135,974
Tissue typing cost	-	-	991,493	549,958
IDRC expense	-	-	9,470	-
	<u>51,500</u>	<u>-</u>	<u>2,724,827</u>	<u>1,976,833</u>

* The GST paid refers to GST paid to IRAS. The Comptroller of GST had assessed that the Society's trading income from 2008 to 2012 had exceeded S\$ 1 million and therefore the Society was deemed to be registered for GST.

The GST refund refers to error in GST computation for prior years.

13. INCOME (RESTRICTED)

Voluntary Income

	2015			2014	
	Tote Board Community Health Care Fund S\$	FIL Foundation Fund S\$	VWOs - Charities Capability Fund S\$	Total S\$	Total S\$
Grants received	89,468	56,700	11,556	157,724	-
	<u>89,468</u>	<u>56,700</u>	<u>11,556</u>	<u>157,724</u>	<u>-</u>

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

14. COST (RESTRICTED)

Other Operating Expenses

	2015			2014	
	Tote Board Community Health Care Fund S\$	FIL Foundation Fund S\$	VWOs - Charities Capability Fund S\$	Total S\$	Total S\$
Marketing and promotion expenses	89,468	-	-	89,468	-
Professional fees	-	-	11,556	11,556	-
	<u>89,468</u>	<u>-</u>	<u>11,556</u>	<u>101,024</u>	<u>-</u>

15. OTHER OPERATING EXPENSES

	General Fund	
	2015 S\$	2014 S\$
Other operating expenses include:		
Bad debts	-	528
Foreign exchange loss	19,366	15,822
Marketing and promotion expenses	168,896	112,648
Training expenses	27,261	67,169
Rental of office premises	<u>68,161</u>	<u>70,210</u>

16. STAFF COST

	General Fund	
	2015 S\$	2014 S\$
a) All employees:		
Salaries & bonus	1,029,037	823,971
CPF - Employer's contributions	143,224	92,074
Medical fees	4,046	2,794
Staff benefits	278	3,324
	<u>1,176,585</u>	<u>922,163</u>
b) Included in above, compensation of Key Management Personnel:		
Salaries & bonus	529,490	410,567
CPF - Employer's contributions	<u>45,857</u>	<u>41,837</u>
	<u>575,347</u>	<u>452,404</u>

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

17. TAXATION

The Society is an approved charitable organisation under the Charities Act, Cap 37 and an Institution of a Public Character under the Income Tax Act, Cap 134.

No provision for income tax is made in the financial statements as the Society, being a charity, is exempted from income tax under section 13(1)(ZM) of the Income Tax Act.

18. OPERATING LEASE COMMITMENTS

Future minimum rental payable under operating lease as at balance sheet dates are as follows:

	2015	2014
	S\$	S\$
Payable within one year	54,952	70,210
Payable after one year but not more than 5 years	-	58,508
	<u>54,952</u>	<u>128,718</u>

Operating lease payments recognized in the statement of financial activities during the financial year amounting to S\$ 68,161 (2014: S\$ 70,210)

19. RELATED PARTY TRANSACTIONS

For the purpose of financial statements, parties are considered to be related to the Society if the Society 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 Society and the party are subject to common control or common significant influence. Related parties may be individuals or other entities.

A related party includes the Executive Committee members and key management of the Society. It also includes an entity or person that directly or indirectly controls, is controlled by, or is under common or joint control with these persons. It also includes members of the key management personnel or close members of the family of any individuals referred to herein and others who have the ability to control, jointly control or significantly influence by or for which significant voting power in such entity resides with directly or indirectly, any such individual. Key management personnel include the Chief Executive Officer (CEO), managers and key executives.

It is not the normal practice for the Executive Committee members, or people connected with them, to receive remuneration, or other benefits, from the Society for which they are responsible, or from institutions connected with the Society except that the CEO and the direct reporting officers have employment relationships with the Society and have received remuneration in these capacities.

All Executive Committee members and staff members of the Society are required to read and understand the conflict of interest policy in place and make full disclosure of interests, relationships and holdings that could potentially result in conflict of interests. When conflict of interest situation arises, the members or staff shall abstain from participating in the discussion, decision making and voting on the matters.

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

19. RELATED PARTY TRANSACTIONS (continued)

Except for the related parties transactions on terms agreed between the Society and its related parties as disclosed below, there are no other transactions and arrangements between the Society and related parties.

The key management's remuneration is as follows: -

	2015 S\$	2014 S\$
Salaries and related costs	<u>575,347</u>	<u>452,404</u>

The number of employees (including key management personnel) whose remuneration amount is over S\$100,000 in the financial year is as follows:

Number of Employee in the Bands

S\$100,001 to S\$150,000	1	1
S\$150,001 to S\$200,000	-	-
S\$200,001 to S\$250,000	1	1

Included in the above are salaries paid to the chief executive officer/executive committee member (who ceased to be the Hon. President during the year) amounting to S\$ 227,185 (2014: S\$ 205,414). Except as disclosed above, all other executive committee members do not receive any remuneration, benefits, allowances or other manner of compensation.

In addition to the related party information disclosed elsewhere in the financial statements, the Society has related party transactions with its related parties, which were based on terms agreed by both parties which are as follows: -

	2015 S\$	2014 S\$
Per diem allowance paid to CEO	<u>186</u>	<u>625</u>
Paid to a firm which is owned by an executive committee member (President)		
- Professional fees	<u>1,656</u>	<u>14,874</u>
Paid to an external consultant related to CEO		
- Database management services	<u>3,180</u>	<u>2,345</u>

Notes to the Financial Statements

THE BONE MARROW DONOR PROGRAMME
Notes to the Financial Statements
For the financial year ended 31 December 2015

20. RESERVE POLICY

The Society regards its unrestricted general fund as its reserves.

The reserve that the Society sets aside provides financial stability and the means for the development of the Society's principal activities.

The Executive Committee members regularly review the amount of reserves that are required to ensure that they are adequate to fulfill the Society's continuing obligations.

	2015 S\$	2014 S\$
Trade receivables and other receivables (Note 4, 5)	489,851	218,421
Cash and cash equivalents (Note 6)	10,847,995	4,844,522
Less: Trade payables and other payables (Note 7, 8)	<u>(1,842,581)</u>	<u>(1,029,503)</u>
	<u>9,495,265</u>	<u>4,033,440</u>

The Society does not have any externally imposed capital requirements for the financial years ended 31 December 2015 and 2014.

21. TAX DEDUCTIBLE RECEIPTS

During the financial year, the Society issued tax-deductible receipts for donations collected amounting to S\$ 8,921,905 (2014: S\$ 5,070,155).

22. COMPARATIVE FIGURES

The comparative figures to the financial statements for the financial year ended 31st December 2014 were audited by another firm of auditor.

Detailed Income Statement - General Fund

THE BONE MARROW DONOR PROGRAMME
Detailed Income Statement – General Fund
For the financial year ended 31 December 2015
(For management purpose only)

	2015 S\$	2014 S\$
Donations	305,275	365,504
Marrow procurement and testing	2,367,313	1,954,924
Fund raising activities	9,100,088	5,003,698
Other income	81,227	20,798
	11,853,903	7,344,924
LESS: EXPENSES		
Auditors' remuneration	9,000	8,100
Bad & doubtful debts	-	528
Bank charges	1,681	819
Cost of fund raising activities	2,930,426	1,588,254
CPF - employer's contribution	143,224	92,074
Depreciation	68,669	78,105
Donor recruitments & publicity costs	55,351	52,349
Entertainment	3,318	9,668
Foreign exchange loss	19,366	15,822
General expenses	2,829	3,700
GST (refund)/paid	(9,939)	11,236
Insurance expense	3,663	2,416
IDRC expenses	9,470	-
Marrow extraction & testing costs	1,678,452	1,363,290
Marketing & promotion expenses	168,896	112,648
Tissue typing costs	991,493	549,958
Medical fees	4,046	2,794
Postage & courier charges	471	670
Printing & stationery	12,626	9,331
Professional fees	8,099	14,874
Rental of office premises	68,161	70,210
Repair and maintenance	33,770	27,222
Recruitment fees	22,134	40,394
Staff costs	1,029,315	827,295
Subscription fees	13,883	10,255
Telephone & facsimile	2,215	2,619
Transport expenses	4,813	2,814
Training expenses	27,261	67,169
Utilities	6,514	8,344
	7,309,207	4,972,958
Surplus for The Financial Year	4,544,696	2,371,966

This page does not form part of the financial statements and therefore not covered in the audited reports.



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