

BONE MARROW DONOR PROGRAMME

2013 ANNUAL REPORT



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FRONT COVER SHOWS THE JOURNEY OF A BONE MARROW DONOR FROM THE INITIAL CHEEK SWAB TO RECEIVING A CALL ABOUT BEING A MATCH AND THE CELEBRATION OF SAVING A LIFE.

Since 1993, the Bone Marrow Donor Programme (BMDP) has been working to save the lives of hundreds of Singaporeans. We know that leukaemia, lymphoma and other blood related diseases can strike literally anyone at any time and often a bone marrow transplant is their only chance of survival. That also means finding a healthy donor with the same DNA profile who is willing to donate their bone marrow or blood stem cells to save the life of a total stranger. This is where we come in and it is through our work, building Singapore's only bone marrow donor register, that these patients are given this second chance. **Our vision is to give them hope; our promise is to find a donor for every patient.**

The BMDP is an Institute of Public Character, IPC under the Ministry of Health and in addition to building and managing the donor register, we provide a search and procurement service to all the local transplant hospitals. We are also part of a global network of donor registers collaborating seamlessly across borders to find the best possible match for our patients when we are unable to identify a local donor. But distance can mean losing precious time so every day we are reaching out into the community to grow the local register asking ordinary people if they would commit a few days in a lifetime to do something extraordinary.

The Bone Marrow Donor Programme is in the business of saving lives
– and we are pleased to share our 2013 journey.

“Our vision is to provide hope for patients with leukaemia and blood-related diseases.”





Our 20th anniversary year brought a number of milestones and successes and we are pleased to share these with you as we continue in our mission to bring hope – and a cure – to patients suffering from leukaemia and other blood-related diseases. Patients whose only hope of survival is to have a bone marrow transplant.

Firstly the number of local donors who were identified as a match to a patient increased significantly this year; a direct result of having more donors on the register and bringing us closer to our promise to find a donor for every patient. In support of this, we successfully recruited another 4,800 new donors working with six tertiary institutions and 19 companies; and the year ended on a high note as we moved into our purpose-built office in the Novena medical district.

“...more donors on the register and bringing us closer to our promise to find a donor for every patient.”

In terms of awareness and outreach, we had some sustained momentum from the media outreach and awareness activities we had started in the previous year, which resulted in more enquiries and also opportunities for collaboration. Key partners we worked with during the year included the Health Promotion Board, Bayer Pharmaceutical who made us the beneficiary of their 150th anniversary celebration, Raffles Institution which held a highly successful school-wide donor recruitment campaign and LinkedIn, where almost everyone in the company signed up to be bone marrow donors.

On the medical side, we are now supporting transplant teams at six local hospitals and during the year we received 452 in-coming patient search requests. In addition, there was an increase in the number of search enquiries coming from Malaysia, India and most recently the Philippines, as professional know-how and also medical facilities continue to expand across the region. We facilitated 45 local transplants, which included seven with local donors.

Our donor recruitment programme, Match For Life, grew from strength to strength as the vibrancy and promise of the brand resonated with our youth communities. We called on each individual to act above and beyond themselves in the spirit of altruism.

Building on our youth and sports theme, a number of players from the Courts Young Lions signed up as bone marrow donors and also worked with us to produce a special donor recruitment video. Screened at the start and during every match, this has opened up a new audience for the BMDP and is helping to take our life-saving message into the heartlands and communities that are more difficult to access through our traditional channels.

The marathon theme also continued this year as our brand ambassador, “Ah

Siao” moved from pounding the pavements to the treadmill to run three daily marathons with public support to help raise awareness in the heart of the Central Business District. As he says, the effort of running – or any sporting achievement – is nothing compared to the effort and commitment that our patients have to put in to their transplant journey.

Working towards a three year target to recruit another 20,000 new donors and extend our professional services to the transplant hospitals, it became apparent that we needed additional sources of funding. Unlike most other donor registers around the world, which are part of their respective hospital systems, the BMDP receives no government funding for operational costs or for tissue typing new donors. We rely

entirely on public donations and our own fund-raising efforts.

In support of this, the Executive Committee approved the appointment of a third party fund-raising organization to operate and manage a team of representative staff to pro-

actively engage with the public. Above and beyond the immediate injection of funds, early feedback has shown they have helped raise the level of public awareness through their activities within the shopping malls and major business centres.

**“... growing success
in finding local donors
provided tangible
proof that our work is
indeed making a
difference.”**

In closing the year, 2013 was a year of high energy and also high impact. Growing success in finding local donors provided tangible proof that our work is making a difference as we offer that one chance of survival to our patients. I would like to thank the Executive Committee and staff for their loyalty and for taking the BMDP and our mission into their personal and professional worlds so that we can change hearts and minds in a shared spirit of generosity.



Jane Prior
CEO



The BMDP is governed by an Executive Committee (ExCo), which sets the strategic direction of the organisation. All ExCo members are acting in a voluntary capacity with the exception of the Chief Executive who was appointed onto the staff in May 2012. The ExCo meets six times a year.

Back Row (from left): Norman Ho, Dr. Yvonne Loh, Dr. Theresa Yoong, Stuart McLelland, Gerti Iwatake, Jane Prior, Dr. Lim Zi Yi
Seated (from left): Martin Thoo – Honorary Secretary, Alan Yeoh – President, Henry Schindele – Honorary Treasurer
Missing From Picture: Donald Lim

Dr. Allen Yeoh

President

Allen is one of the founding members of the BMDP from its inception in 1993. Today, through his work at the National University Hospital, he is very focused on improving the treatment of leukaemia.

Norman Ho

Vice President

Norman has been involved in the BMDP since its earliest days through a personal connection. Today, he acts as legal counsel to the Bone Marrow Donor Programme and plays an active role as Vice-President.

Martin Thoo

Honorary Secretary

Martin signed up as a bone marrow donor in Junior College and was called upon to make a life-saving donation just a few years later. Today, Martin works with the Prime Minister's Office and is Honorary Secretary.

Henry H. Schindele

Honorary Treasurer

Henry started volunteering as a courier with the BMDP several years ago. And today he draws on his background in financial services in his role as Honorary Treasurer.

Jane C. Prior

CEO & Committee Member

Jane's involvement with the BMDP started when her eldest son went through a transplant. Today as Chief Executive, her mandate is to implement the strategic goals of the organization and make sure we deliver on our promise.

Dr. Yvonne Loh

Medical Advisory

Dr Yvonne Loh is a transplant physician and chairs the Medical Advisory, which sets out the medical framework and acts as a guide to the BMDP's professional services.

Gerti Iwatake

Fundraising Chair

Gerti is well known in the charity world and chairs the Fundraising Committee. Through Gerti's efforts, the BMDP's annual gala is a highly anticipated feature on the local society calendar.

Donald Lim

Committee Member

Donald became involved with the BMDP almost 10 years ago and brings his expertise in presentation and display to the work we do including an interactive display to support community education.

Dr. Theresa Yoong

Committee Member

Theresa retired from the public health sector and since then has actively volunteered. Personal experience searching for a bone marrow donor for her daughter gives her a profound understanding of our mission.

Stuart McLelland

Committee Member

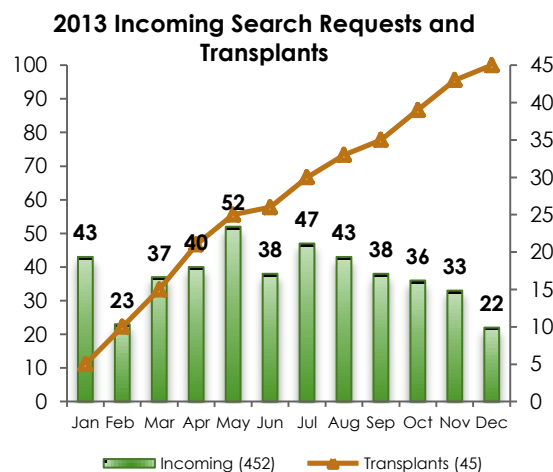
Stuart has been supporting the annual charity gala and recently stepped up his involvement to include broader outreach into the youth community.

Dr. Lim Zi-Yi

Committee Member

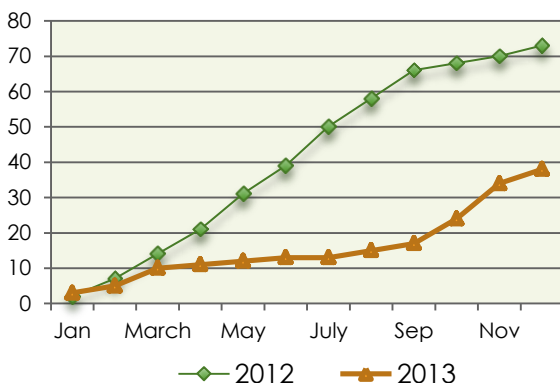
Zi-Yi is a transplant physician and member of the Medical Advisory. He brings extensive experience working with donor registers in the UK and Europe

Year on year activity from the local transplant hospitals was quite consistent with the team handling 452 incoming patient search requests resulting in close to 3,000 outgoing requests to our international partners. All this activity resulted in 45 local transplants, which was a slight increase on the previous year.



The most exciting development seen during the year was in the number of local donors identified as a potential match for a patient and called up for Confirmatory Typing (CT). From 38 donors in 2012 we saw exponential growth with 73 in 2013 and of these seven went on to donate their bone marrow compared with just two the previous year.

Donors Requested for CT 2012 & 2013



This positive momentum was the result of new donor acquisition over the past years. Another reason for this increase was having all our donors tissue typed to international specifications enabling Singapore to share more than 38,000 donors on the global database. This international collaboration is particularly important as even the largest registers still need to rely on the network for some of their patients. In Singapore, our diverse racial mix of Chinese, Malays and Indians poses a huge challenge and hence our focus to build the register and also make sure we contribute globally.

Local donors bring other advantages to our patients including reduced turnaround time from initial CT request to actual donation, which has been shown to markedly improve survival rates. Another benefit in having more local donors is lower procurement costs.

Throughout the year we handled patient search requests from Singapore General Hospital, the National University Hospital, Kangar Kerbau (KK) Women and Children's Hospital, Gleneagles and Mt Elizabeth. Another specialised bone marrow / blood stem cell transplant facility was due to open at Mt Elizabeth Novena in early 2014 and we see this growth sustaining in the next year.

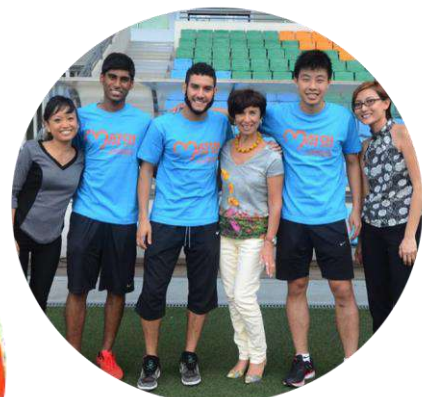
Transplant doctors prefer younger donors as their cells engraft more quickly with fewer complications thereby improving the chance of survival for the patients. We find working with the youth sector also brings huge benefits. They are keen to learn about our work and establish the true facts about bone marrow donation and most of all, they have the altruism and generosity to want to step forward to save another person's life. They are not motivated by reward, but sign up simply because they see this as the right thing to do.

Our campaign message that "everyone has the power to save a life" has resonated throughout the year as we recruited 4,665 new donors with more than 70% of these coming from the education sector. Key to success is being able to engage teams of student volunteers who are willing to work with us and take our cause into their own communities. Acting as brand ambassadors and bringing their own interpretation to the challenges of donor recruitment allows for innovation and even more importantly is an excellent leadership opportunity for emerging young talent. In parallel, we have established some strong institutional connections, which will enable us to build sustainable relationships that extend beyond the immediate student cohort and embed the BMDP into the institute's curriculum.

A significant success in this area was our first project working together with the National Institute of Education Graduate Teacher programme. From a single project on the NIE campus, the graduates from that cohort are now assigned to schools and Junior Colleges across Singapore. As teacher/advocates they provide us with a very powerful force for future expansion.

Another exciting win was our collaboration with the Courts Young Lions to produce a special donor recruitment video designed to appeal to our various local communities. With the support of the Football Association, the video is screened before and during all games in the National Stadium.

Raising awareness continues to be a focus, as we manage the perception issues around what it means to be a bone marrow donor. The commitment of our donors is often undermined by the mis-information that prevails in the older generation, compounded by less willingness to extend help outside the immediate family. In support of this, our brand ambassador programme is critical as ordinary people come forward to share their extraordinary stories.





Stella (left) met mother of two, Stacey, the patient whose life she had saved.

Inspired by Her Mom to Save a Life

Student nurse Stella, 20, was a regular blood donor and seeing a BMDP booth at a roadshow together with the blood bank, she decided there and then to sign up with the full support of her Mum who was with her at the time. Just months after, Stella was called up as a perfect match for Stacey and without hesitation, she went through the short procedure to donate her bone marrow to someone who was still a total stranger.

For Stella, her simple act of volunteerism has turned out to be incredibly meaningful. "I'm very happy that she's doing really well right now, that my stem cells actually made her strong enough to move on in life. I'm very happy I helped."

Super Hero, Super Dad

Like so many people, Wilson Quek had many misconceptions about bone marrow donation. So when he learned that it was just two minutes and a drop of blood (at that time donor recruitment was by a finger prick), he was very keen to sign up.

Seven years passed and life brought several rewards with a wonderful wife, two small boys and another one on the way – and then the BMDP called telling him he was a match and would he be willing to donate his bone marrow for a patient.



A special family moment for Wilson, his wife and their three small boys.

Today Wilson is a fierce advocate for bone marrow donation and urges people to get their facts right. "I was thrilled to be a match and now that I have children of my own, I really understand the value of a life."



Once identified as a match, the bone marrow donor undergoes a stringent medical examination carried out by an independent doctor to ensure he/she is fit and healthy to donate. This can be through one of two methods; bone marrow donation, which collects cells from the pelvic bone while the donor is under general anesthetic; or a Peripheral Blood Stem Cell (PBSC) harvest which is similar to blood donation. In the majority of cases donation is via PBSC (shown here), which is a one or two-day outpatient procedure. With either method the donor's bone marrow is back to normal within 4-6 weeks with no long-term side effects.

Trek Dreams

Six young professionals - united by a sense of adventure and also wanting to pay tribute to a friend who lost his battle with Leukaemia - all came together to help the BMDP. "Climb for Ryan" was their unique way to raise awareness that more bone marrow donors are needed and at the same time, family and supporters could make a donation online to help pay for the tissue-typing of new donors.



Annual Gala 2013

In its fourth consecutive year, the BMDP Annual Spring Gala was a celebration of our 20 years of saving lives. The highlight of the evening was when our Founding Patron, Mrs Goh Chok Tong presented a number of our recent donors with a small token of appreciation for their tremendous act and commitment to save another life.

Recruiting Heroes the RI Way

Our very first bone marrow donor was a



Raffles alumni and going back to this magnificent school is always a homecoming for the BMDP team. The second year "Civics" class adopted the BMDP for a final year project combining assembly talks, fund-raising activities and a school-wide donor recruitment exercise to add more than 600 new donors to the register. Way to go Raffles!

SMU goes "Slightly Scarlet"

The SMU Business Society, Bondue, runs an annual charity event, "Slightly Scarlet". This year, beyond just raising funds, the team was keen to pull together an event with more involvement from the student body. They chose to work with the BMDP and support our urgent need for more donors. Combining fashion, music and fundraising in a night of glitz and glamour, the campaign ended with a two-day donor recruitment campaign led by the students.



Marathon Madness @ Chevron House

Taking our message to the business district, BMDP Ambassador, Ah Siao challenged people to run beside him on the treadmill to raise funds and awareness for our cause.



His message is that being a bone marrow donor is much easier than running a marathon. The 2-day event kicked off with

Tim Luce, Managing Director of Courts Singapore and the Courts Young Lions presenting a cheque for S\$160,000 to the BMDP as the beneficiary of their charity golf day.

New Office

After a busy and hectic year and with an ambitious target to grow



the register, we urgently needed more space and in December moved into our new office in Novena. Huge thanks to our many friends and supporters who generously sponsored everything from the lights, fridge, furniture and even the kitchen sink - not to mention the fabulous graffiti wall which explores the journey of a bone marrow donor.

S/No.	Code Description	Code ID	Compliance
Board Governance			
1	Are there Board members holding staff appointments?	-	Yes
2	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
3	Staff does not chair the Board.	1.1.2	Complied
4	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
5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Complied
6	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			
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied
Strategic Planning			
9	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
10	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			
11	The Board approves documented human resource policies for staff.	5.1	Complied
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied
Financial Management And Controls			
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied
16	The charity discloses its reserves policy in the annual report.	6.4.1	In Progress
17	Does the charity invest its reserves?	-	No
Fundraising Practices			
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied
Disclosure and Transparency			
20	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
21	Are Board members remunerated for their Board services?	-	No
24	Does the charity employ paid staff?	-	Yes
25	No staff is involved in setting his or her own remuneration.	2.2	Complied
26	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			
27	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied

222 Queen Street Pte Ltd
Acer Computer (S) Pte Ltd
AIG Asia Pacific Ins Pte Ltd
Allen Yeoh Eng Juh
Allianve 21 Pte Ltd
Al Wealth Partners Pte Ltd
Ang & Partners
Autaco Asia Pte Ltd
Automated Control & Marketing Pte Ltd
Axs Pte Ltd
Baring Pte Equity Asia
Bayer (South East Asia) Pte Ltd
BCD Travel
Ben Chng Beng Beng
Beste (S) Pte Ltd
Betty Tan Beng Now
British Theatre Playhouse Pte Ltd
Capital Distributors (S) Pte Ltd
Celgene Pte Ltd
Chan Lee Koon Audrey
Cheong Wei Kok Bernard
Cheryl Lee Koong Yinn
Chua Lian Eng
Citibank N.A
Colorzon Events & Design Pte Ltd
Credit Bureau (S) Pte Ltd
D&M Electronics Singapore Pte Ltd
David Zuellig
Dbs Vickers
Declan O'Sullivan
Declan P MacFadden
Demand Print Pte Ltd
Denis Tay Koon Tek
Diana Harkono
Douglas Ooi Thean Seng
DP Information Network Pte Ltd
Dsg Events
Eapen K Mathew Latha
Elena Maria Iwatake
Elizabeth Wong
Eugenia Gajardo
Eu Yee Ming Richard
Ezion Holdings Ltd
Felix Oen
Fine Grain Property Pte Ltd
Flower Diamond Boutique Pte Ltd
Focus Network Agencies (S) Pte Ltd
Franciscus Maria Remmerswaal
Gaurav Kripalani
G C Grosliere
Geir Johansen
Georgia Lee Siow Kiang
Georgina Adams
Gillies Brian
Goh Su-Yin Sharen
Goodrich Global Pte Ltd
Guan Teck & Lim Advocates & Solicitors
Hewlett-Packard Singapore (Sales) Pte Ltd
Hitachi Home Electronics Asia (S) Pte Ltd
Ho Chui Hong
Hock Tong Bee Pte Ltd
Hokan Limin/Yumi Sarrita
Holiday Tours & Travel (S) Pte Ltd
Hong Leong Foundation
Ho Sze Shing
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Kitch Event Concepts Pte Ltd
HTI Manufacturing
Interlocal Exim Pte Ltd
Iwa Design Pte Ltd
Koh Chai Khim Phyllis
Koh Cher Siang
Ko Yee Teng
Kris Taenar Wiluan
K S Distribution Pte Ltd

Kuan Im Tng Temple (Joo Chiat)
K V Vanu Gopala Menon
Kwa Ching Tze
Kwang Yee Ling
Lau Huan Yeong
Lawrence Stephen Basapa
Lee Chiew Leong
Lee Foundation
Lee Koong Yue Stephanie
Lee May Nam
Lee Shih Kwei
Lim Saw Chin
Lim Swee Lin
Linn Y C
Listijani Sasmito
Lotus Soh
Maison Kayser (Singapore) Pte Ltd
Manichon Frank Jean Pierre
Manju Chandran
Map Pacific Pte Ltd
Marvina Cecilia Chow
Matsushita Greatwall Corp Pte Ltd
Mattress International Pte Ltd
Maxus Communications Ltd
Mediacorp Pte Ltd
Melford Pte Ltd
Michael D Gallagher
Michael Koh Ann Kheng
Miranda Mayfern Bien-Lim
Mitsubishi Electric Asia Pte Ltd
Ng Eng Soon
Ng Siao Sze
Ng Terminal Pte Ltd
Nicolina Elrick
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Ong Eng Siew Raymond
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Peter Madhavan
Print Lab Pte Ltd
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Quek Siew Ming Gregory
Rajgopal Rajkumar
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Refine Construction Pte Ltd
Regina Leong
Richard Low Kang Hai
Robert Michael Tomlin
Rolex Singapore Pte Ltd
Ronald P Stride
Rose Jane Claire
Rowena Mary Michaels
Sai Tu Woei
Samuel Carew-Jones
Sara Sameyeh
Seah Chee Hwee
Seraya Energy Pte Ltd
SGX
Silvana Regina Sutanto
Singapore Pools (Pte) Ltd
Singapore Press Holding
Singtel Telecommunications Ltd
Singtel Telecommunications Ltd
Sin Kiat Metal Works
Spearing Search Consultancy Pte Ltd
Standard Chartered Bank
Stanley Quek Swee Han
Staphnie Tang Mun Ching
Stephen Keane
Superoil Trading Pte Ltd
Symasia Singapore Fund
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FBEYE International
Fullson/Toto
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Ode To Art
Optimum Building Products Pte Ltd
Pasr Technologies Pte Ltd
Priority Consultants
Shawn Industries Asia Pte Ltd
TD Fabrics Pte Ltd
The Singapore Ireland Fund
Viva Foundation for Children with Cancer
Xtra Design Pte Ltd
Yahoo! Southeast Asia Pte Ltd

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F: (65) 6340 1041
e: admin@bmdp.org
www. bmdp.org

IPC No.: HEF0015/G

Charity Registration No.: 0968

UEN No.:S93SS0121J

Auditors:
Fadhilah Goh & Co
Chartered Accountants

Bankers:
Oversea-Chinese Banking
Corporation Limited





THE BONE MARROW DONOR PROGRAMME
(Registered No.: S93SS0141J)
FINANCIAL STATEMENTS: 31ST DECEMBER 2013

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The Bone Marrow Donor Programme

(Registered under Societies Act in Singapore)

In our opinion, the accompanying balance sheet, statement of financial activities and statement of cash flows together with the notes thereon are drawn up so as to give a true and fair view of the state of affairs of The Bone Marrow Donor Programme as at 31st December 2013, and financial transactions of the Society for the financial year ended on that date.

Signed on behalf of the Executive Committee:



JANE PRIOR
CEO



H. SCHINDELE
Hon. Treasurer

Date: 29th May 2014

FADHILLAH GOH & CO

Chartered Accountants, Singapore

42B Horne Road Singapore 209066

Tel : 6392 3925

Fax : 6392 5788

Email : fadhgoh@singnet.com.sg

We have audited the accompanying financial statements of The Bone Marrow Donor Programme (the "Society"), which comprise balance sheet as at 31st December 2013, 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 notes.

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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those Standards require that we 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 judgment, 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 and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by 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.

FADHILLAH GOH & CO

Chartered Accountants, Singapore

42B Horne Road Singapore 209066

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Email : fadhgoh@singnet.com.sg

Opinion

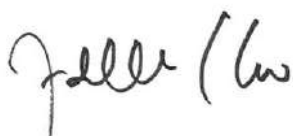
In our opinion, the financial statements are properly drawn up in accordance with the CAS and so as to give a true and fair view of the state of affairs of the Society as at 31st December 2013, the results and cash flows of the Society for the financial year then ended on that date.

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.

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.



FADHILLAH GOH & CO

Public Accountants and
Chartered Accountants

Singapore: 29th May 2014

BALANCE SHEET

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	<u>Note</u>	<u>2013</u>	<u>2012</u>
		S\$	S\$
<u>ASSETS</u>			
NON-CURRENT ASSETS			
Plant and equipment	7	197,405	64,127
		<u>197,405</u>	<u>64,127</u>
CURRENT ASSETS			
Trade receivables	4	51,272	273,118
Other receivables	5	75,196	37,259
Cash and cash equivalents	6	2,294,582	2,199,329
		<u>2,421,050</u>	<u>2,509,706</u>
<u>LIABILITIES</u>			
CURRENT LIABILITIES			
Trade payables	8	356,720	428,283
Other payables	9	402,567	546,259
		<u>759,287</u>	<u>974,542</u>
NET CURRENT ASSETS		<u>1,661,763</u>	<u>1,535,164</u>
NET ASSETS		<u>1,859,168</u>	<u>1,599,291</u>
<u>FUND</u>			
Unrestricted general fund		<u>1,859,168</u>	<u>1,599,291</u>
TOTAL FUND		<u>1,859,168</u>	<u>1,599,291</u>

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

STATEMENT OF FINANCIAL ACTIVITIES

21

	<u>Note</u>	<u>2013</u> S\$	<u>2012</u> S\$
<u>UNRESTRICTED GENERAL FUND</u>			
INCOME			
Voluntary income	2.9/10a	446,989	235,035
Activities for generating funds	2.9/10b	976,266	499,262
Charitable activities	2.9/10c	1,981,278	1,880,055
Other operating income	10d	24,068	14,639
Total income		<u>3,428,601</u>	<u>2,628,991</u>
COSTS AND EXPENDITURE			
Activities for generating funds	11a	213,077	71,770
Charitable activities	11b	2,078,078	2,274,650
Depreciation	7	47,096	48,272
Staff cost	13	546,125	384,992
Other operating expenses	12	284,348	269,167
Total costs and expenditure		<u>3,168,724</u>	<u>3,048,851</u>
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		<u>259,877</u>	<u>(419,860)</u>
RECONCILIATION OF FUND			
Total fund at beginning of financial year		<u>1,599,291</u>	<u>2,019,151</u>
Total fund at end financial year		<u>1,859,168</u>	<u>1,599,291</u>

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

STATEMENT OF CASH FLOWS

22

	<u>Note</u>	<u>2013</u> S\$	<u>2012</u> S\$
OPERATING ACTIVITIES			
Surplus/(Deficit) for the financial year		259,877	(419,860)
Adjustments for:			
Depreciation charge	7	47,096	48,272
Loss on disposals of plant and equipment		9,371	-
Interest income	10d	(7,368)	(7,830)
OPERATING SURPLUS/(DEFICIT) BEFORE WORKING CAPITAL CHANGES		<u>308,976</u>	<u>(379,418)</u>
CHANGES IN WORKING CAPITAL			
Decrease in trade receivables		221,846	19,893
(Increase) in other receivables		(37,937)	(12,002)
(Decrease) in trade payables		(71,563)	(207,604)
(Decrease)/Increase in other payables		(143,692)	243,933
NET CHANGE IN WORKING CAPITAL		<u>(31,346)</u>	<u>44,220</u>
NET CASH FLOWS FROM/(USED IN) OPERATIONS		277,630	(335,198)
Interest received	10d	7,368	7,830
NET CASH FLOWS FROM/(USED IN) OPERATING ACTIVITIES		<u>284,998</u>	<u>(327,368)</u>
INVESTING ACTIVITIES			
Purchase of plant and equipment	7	(189,745)	(18,861)
NET CASH FLOWS (USED IN) INVESTING ACTIVITIES		<u>(189,745)</u>	<u>(18,861)</u>
NET INCREASE/(DECREASE) CASH AND CASH EQUIVALENTS		95,253	(346,229)
CASH AND CASH EQUIVALENTS AT BEGINNING OF FINANCIAL YEAR		<u>2,199,329</u>	<u>2,545,558</u>
CASH AND CASH EQUIVALENTS AT END OF FINANCIAL YEAR		<u><u>2,294,582</u></u>	<u><u>2,199,329</u></u>

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

These notes form an integral part of and should be read in conjunction with the accompanying financial statements.

1 GENERAL

THE BONE MARROW DONOR PROGRAMME (the “Society”) (Registration number: 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 find the donors their patients need to survive and to then 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 8th July 2012 to 7th July 2013. The IPC status was subsequently renewed for another 1 year to 7th July 2014.

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.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

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.

2.2 Plant and Equipment

All items of plant and equipment are initially recorded at cost. Subsequent to recognition, plant and equipment are stated at cost less accumulated depreciation. The cost of an item of plant and equipment includes its purchase price and any cost that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. The projected cost of dismantlement, removal or restoration is also included as part of the cost of plant and equipment if the obligation for the dismantlement, removal or restoration is incurred as a consequence of acquiring or using the asset. Plant and equipment shall not be revalued and are not required to be assessed for impairment.

Depreciation is computed on a straight-line basis so as to write off the valuation or cost of the plant and equipment over their estimated useful lives, which are as follows: -

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

The residual values, estimated useful lives and depreciation method of plant and equipment are reviewed and adjusted, as appropriate, at each balance sheet date. The effects of any revisions are recognised in the statement of financial activities for the financial year in which the changes arise. On disposal of an item of plant and equipment, the difference between the disposal proceeds and its carrying amount is taken to the statement of financial activities.

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.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

2.4 Financial Assets

The Society has its financial assets in the following categories: cash and cash equivalents, trade and other receivables in financial assets. 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 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.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

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.

2.6 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 they expired.

2.7 Trade and Other Payables

Trade and other payables, including due to subsidiary but excluding accruals, are normally settled on 30 to 60 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.

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. The Society has no specific funds.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

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 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 fundraiser. 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.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

2.10 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.

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.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Other Expenditure

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

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

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.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

- (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).

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.

2.15 Foreign Currency Transactions -Transaction and Balances (Cont'd)

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 JUDGMENTS

Estimates, assumptions and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

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.

3 CRITICAL ACCOUNTING ESTIMATES, ASSUMPTIONS AND JUDGMENTS (CONT'D)

The critical judgments that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Critical Judgments Made in Applying Accounting Policies

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 7 to the financial statements.

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 31st December 2013, the Society provided for allowance of impairment loss amounting to S\$ Nil (2012: S\$ 14,758). The carrying amount of the Society's trade receivables as at 31st December 2013 amounted to S\$ 46,290 (2012: S\$ 273,118).

4 TRADE RECEIVABLES

	<u>2013</u>	<u>2012</u>
S\$	S\$	
Receivable from patients	46,290	287,876
Less: Allowance for impairment	-	(14,758)
	-----	-----
	46,290	273,118
GST receivable	4,982	-
	-----	-----
	51,272	273,118
	=====	=====

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

4 TRADE RECEIVABLES (CONT'D)

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\$ 27,620 (2012: S\$ 199,941) that are past due (more than 90 days) at end of the reporting period but not impaired. These receivables are unsecured.

5 OTHER RECEIVABLES

	<u>2013</u>	<u>2012</u>
	S\$	S\$
Deposits paid	13,880	4,180
Interest receivables	3,270	3,540
Merchandise	-	3,037
Prepayments	12,709	26,502
Income receivables	45,337	-
	-----	-----
	75,196	37,259
	=====	=====

6 CASH AND CASH EQUIVALENTS

	<u>2013</u>	<u>2012</u>
	S\$	S\$
Fixed deposits	906,442	900,503
Cash at banks	1,387,881	1,298,076
Cash in hand	259	750
	-----	-----
	2,294,582	2,199,329
	=====	=====

7 PLANT AND EQUIPMENT

	Furniture & fittings S\$	Office Equipment S\$	Computers S\$	Website Development S\$	Renovation S\$	Total S\$
<u>COST</u>						
At 01.01.2012	3,508	2,062	7,784	118,069	11,326	142,749
Additions	536	1,177	4,743	-	12,405	18,861
At 31.12.2012 and 01.01.2013	4,044	3,239	12,527	118,069	23,731	161,610
Additions	7,470	-	9,194	-	173,081	189,745
Disposals	(360)	(1,177)	-	-	(23,731)	(25,268)
At 31st December 2013	11,154	2,062	21,721	118,069	173,081	326,087
<u>ACCUMULATED DEPRECIATION</u>						
At 01.01.2012	2,097	1,662	2,323	35,893	7,236	49,211
Depreciation charge	1,231	436	3,403	35,292	7,910	48,272
At 31.12.2012 and 01.01.2013	3,328	2,098	5,726	71,185	15,146	97,483
Depreciation charge	627	509	4,471	35,292	6,197	47,096
Disposals	(162)	(589)	-	-	(15,146)	(15,897)
At 31st December 2013	3,793	2,018	10,197	106,477	6,197	128,682
<u>NET CARRYING VALUE</u>						
At 31st December 2013	7,361	44	11,524	11,592	166,884	197,405
At 31st December 2012	716	1,141	6,801	46,884	8,585	64,127

8 TRADE PAYABLES

	<u>2013</u>	<u>2012</u>
	S\$	S\$
Payables for marrow extraction, testing and spot cards	356,720	428,283
	-----	-----
	356,720	428,283
	=====	=====

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

Included in trade payables are S\$ 179,838 (2012: S\$ 410,945) denominated in United States dollars.

9 OTHER PAYABLES

	<u>2013</u>	<u>2012</u>
	S\$	S\$
Advances from patients	70,696	170,456
Advance receipts – Charity Gala Dinner	12,281	20,500
Amount due to a related party	-	8,560
Accruals	80,518	23,624
Provision for un-billed invoice from suppliers	239,072	323,119
	-----	-----
	402,567	546,259
	=====	=====

NOTES TO THE FINANCIAL STATEMENTS

36

10 INCOME FROM GENERATED FUNDS

	<u>2013</u>	<u>2012</u>
	S\$	S\$
a) <u>Voluntary Income</u>		
Corporate donations	173,500	126,112
Donor drive	52,538	21,214
General donations	220,951	87,709
	-----	-----
	446,989	235,035
	=====	=====
b) <u>Activities For Generating Funds</u>		
APPCO – Fund Raising Campaign	465,673	-
Charity Gala Dinner	453,440	495,156
Standard Chartered Marathon Run	56,280	-
Others	873	4,106
	-----	-----
	976,266	499,262
	=====	=====

10 INCOME FROM GENERATED FUNDS (CONT'D)

	<u>2013</u>	<u>2012</u>
	S\$	S\$
c) <u>Charitable Activities</u>		
Confirmatory testing	336,248	389,316
Marrow Procurement and testing	1,645,030	1,490,739
	-----	-----
	1,981,278	1,880,055
	=====	=====
d) <u>Other Operating Income</u>		
Bad debts recovered	14,742	-
Special employment credit	1,958	-
Interest income	7,368	7,830
Exchange gain	-	6,809
	-----	-----
	24,068	14,639
	=====	=====

11 COST OF GENERATING FUNDS

	<u>2013</u>	<u>2012</u>
	S\$	S\$
a) <u>Activities For Generating Funds</u>		
Charity gala dinner	88,782	66,366
APPCO – Fund raising	120,858	-
Others	3,437	5,404
	-----	-----
	213,077	71,770
	=====	=====
b) <u>Charitable Activities</u>		
Administration fees	37,180	-
Confirmatory testing costs	312,944	279,587
Donor recruitment & publicity costs	41,285	20,259
GST paid	102,452*	-
Marrow procurement costs	1,302,459	1,250,138
Tissue typing costs	281,758	724,666
	-----	-----
	2,078,078	2,274,650
	=====	=====

* 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\$ 1million and therefore the Society was deemed to be registered for GST.

12 OTHER OPERATING EXPENSES

	<u>2013</u>	<u>2012</u>
	S\$	S\$
Other operating expenses include:		
Doubtful debts	-	14,758
Bad debts	13,085	-
Foreign exchange loss	9,546	-
Loss on disposals of plant and equipment	9,371	-
Professional fees	108,186	135,106
Rental of office premises	53,391	42,372
	=====	=====

13 STAFF COST

	<u>2013</u>	<u>2012</u>
	S\$	S\$
Key management personnel:-		
Salaries & bonus	328,747	170,506
CPF – Employer’s contributions	34,965	11,094
Other employees:-		
Salaries & bonus	155,256	177,962
CPF – Employer’s contributions	24,888	23,285
Medical fees	2,269	2,145
	-----	-----
	546,125	384,992
	=====	=====

14 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.

15 OPERATING LEASE COMMITMENTS

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

	<u>2013</u> S\$	<u>2012</u> S\$
Payable within one year	70,270	42,372
Payable after one year but not more than five year	122,972	-
	----- 193,242 =====	----- 42,372 =====

Operating lease payments recognized in the statement of financial activities during the financial year amounting to S\$ 53,391 (2012: S\$ 42,372)

16 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.

16 RELATED PARTY TRANSACTIONS (CONT'D)

During the financial year, the Society had applied to the Registry of Societies to amend its constitution to allow a paid staff to be a member of the Executive Committee. Registry of Societies had approved the application in March 2014 subject to the member's approving the amendments and the requisite application fee.

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.

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:

	<u>2013</u>	<u>2012</u>
	S\$	S\$
Salaries and related costs	363,712	181,600
	=====	=====

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

Included in the above is salary paid to the President (who is also the chief executive officer) amount to S\$ 163,560 (2012: S\$ 108,740). Except as disclosed above, all other executing 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: -

16 RELATED PARTY TRANSACTIONS (CONT'D)

	<u>2013</u>	<u>2012</u>
	S\$	S\$
Paid to a firm which is owned by an executive committee member (President)		
- Professional fees	42,800	77,040
- Reimbursement of third parties expenses	2,971	58,066
	=====	=====
Paid to an external consultant related to an executive committee member (President)		
- Database management services	6,373	-
	=====	=====

17 TAX EXEMPT RECEIPTS

During the financial year, the Society issued tax-exempt receipts for donations collected amounting to S\$ 1,094,792 (2012: S\$ 503,112).

18 FUND MANAGEMENT

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.

18 FUND MANAGEMENT (CONT'D)

Net cash reserves of the Society are as follows:

	<u>2013</u> S\$	<u>2012</u> S\$
Trade and other receivables (Note 4, 5)	126,468	310,377
Cash and cash equivalents (Note 6)	2,294,582	2,199,329
Less: Trade and other payables (Note 8, 9)	(759,287)	(974,542)
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	1,661,763	1,535,164
	=====	=====

The Society is not subject to any externally imposed capital requirements.

