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ANNUAL REPORT

2018



THE BONE MARROW DONOR PROGRAMME

ABOUT US

VISION



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

MISSION



To build a register of Singapore bone marrow donors.

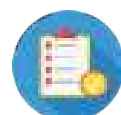
To network and be the conduit of a global marrow database.

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.

CORE VALUES



COMMITMENT

Believing in and being dedicated to BMDP's vision and mission

INTEGRITY

Acting honestly, morally and ethically

RESPECT

Holding our donors, patients and colleagues in high regard

TEAMWORK

Working as one BMDP team

EXCELLENCE

Delivering work of the highest quality consistency

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OUR JOURNEY

Since 1993, the Bone Marrow Donor Programme (BMDP) has been providing hope to hundreds of patients suffering from terminal blood-related diseases, when their only chance of survival is to have a bone marrow transplant. The 1st unrelated donor transplant took place in 1994.



2012

Independent 'Donor Centre' established

Providing more attentive care for local patients



385

patient transplants



2013

New purpose-built office in Novena medical district

Expansion of operations to continuously meet our mission



93

local donors



2014

Enhanced "Search & Selection Service"

Saving significant time in providing donor recommendations



114

local donors



2015

Inaugural 'Celebration of Heroes'

An appreciation of extraordinary donors who committed



534

patient transplants



2016

"Project Tomorrow" exhibition with Silver and Gold "Living Statues"

Representing how the world stops for a patient waiting for a life-saving donor

Awarded 'WMDA Qualification' by World Marrow Donor Association



161

local donors



2017

Fully implemented Matchpoint software

Allows donor visibility and one-step activation with more than 34 worldwide registries



660

patient transplants

2018

Launch of Ambassadorship Programme

Increasing avenues of recruitment

Power 98 & 88.3 Jia FM broadcast

2-month publicity campaign & interviews

Outcome of "Matched Unrelated Donor Search for a Multi-Racial Asian Society"

Highlighting urgent need for more Malay and Indian donors



101,761

donors in our registry



236

local donors



731

patient transplants

Note: Number in years are cumulative

PRESIDENT'S MESSAGE

The year 2018 marked the achievement of two very significant milestones for the BMDP. Firstly, we celebrated our 25th year as the National Bone Marrow Registry for Singapore, and secondly (and more importantly) our Donor Registry recruited its 100,000th donor.



Looking back, the BMDP has grown much since we helped to facilitate the first unrelated bone marrow transplant in Singapore in 1994. Our independent Donor Centre was established in 2012 to provide more attentive care for local donors, providing support in areas such as counselling and a 12-month follow up after the procedure. The enhanced Search and Selection Service implemented in recent years has significantly reduced time to deliver recommendation reports to doctors of potential matches. These are just some of the capability improvements made over the years to enable the BMDP to better meet her mission objectives of saving lives.

In the past year we have facilitated the successful completion of 71 transplants globally, of which 40 transplant procedures were performed in Singapore. However, misconceptions still persist about bone marrow donation despite our efforts to educate the public and dispel myths around the process of being a donor.

An analysis concluded in 2018, cited areas such as limited worldwide registries and Singapore's diversified immigrant gene pool as key contributors to challenges in finding a match for our Malay and Indian Communities.

“We have facilitated the successful completion of 71 transplants globally, of which 40 transplant procedures were performed in Singapore.”

Recognising the need to increase volunteer engagement to help drive our message into the community, we launched our Ambassadorship Programme this last year, and we have been heartened by the immediate online response of over 200 sign-ups within a week. We are grateful for the support and will be rolling out new ambassadorship projects in the coming year. We will also be revamping our roadshows to give greater emphasis on public education of blood diseases, coupled with targeted outreach to ethnic affiliated organisations.

Taking the helm to drive the team forward, is Charles Loh, whom we welcomed on board as Chief Executive Officer in mid-2018. Apart from pushing for stronger donor recruitment and public education initiatives as above, the team will be working on establishing end-to-end process improvements in BMDP to be more effective in achieving the promise of “a donor for every patient”

Sincerely,
Lim Zi-Yi

THE TEAM

EXCO



Dr Lim Zi-Yi | President

Zi-Yi is a transplant physician in private practice and President of the Bone Marrow Donor Programme. Drawing on his experience working with donor registers in the UK and Europe, Zi-Yi has contributed to the new professional services offering. He is the Chair of the Nomination sub-committee

President - May 2018
Member - June 2014

Steven Yeo | Vice President

Steven joined to assist in the annual gala and has since expanded his work across the Audit & Governance, Nomination and HR sub-committees. Founder and CEO of TalentGrid Ventures. He spent 25 years in High Tech and Healthcare IT industry.



VP - May 2018
Member - August 2017



Peh Wee Leng | Hon Secretary

Peh Wee Leng is the Head of the School of Business at ITE West. He joined the ExCo in April 2016 and is the Chair of the Donor Recruitment and Public Education sub-committee.

Hon Sec - (Since April 2017)
Member - May 2016

Dr Yvonne Loh | Member

Yvonne is a transplant physician in private practice. She is the Chairperson of the Medical Sub Committee which includes representatives from each of the local transplant centres to support the BMDP's professional services. She is the Chair of the Medical sub-committee.



Member - October 2012



Anish Lalchandani | Member

Anish is a Senior Human Resource professional with extensive experience in Asia. He is currently holding a Global Talent Management role with a bank. He joined the ExCo in January 2017 and currently chairs the HR sub-committee.

Member - April 2017



Abhijit Raha | Vice President & Hon Treasurer

Abhijit is the former CEO of BNP Paribas Securities and is holding the roles of Vice President and Honorary Treasurer. Abhijit has worked extensively in the region and brings a "big picture" perspective to the BMDP. He is a member of the Nomination sub-committee.

VP - May 2018
Hon Treasurer (since May 2016)
Member - May 2016



David Wong | Member

David, a chartered accountant, is the Chairman of the Board of Republic Polytechnic and is also a member of the Charity Council as well as the Casino Regulatory Authority. He is an independent director of United Engineers Ltd and PEC Ltd, and was previously the Chairman of the Methodist Welfare Services. He is the Co-Chair of the Audit & Governance sub-committee and member of the Nomination and Finance sub-committee.

Member - August 2017



Dr Grace Moshi | Member

Dr Grace Sarah Moshi is currently a senior consultant at National University Hospital Department of Laboratory Medicine (Haematology), Blood Banking and transfusion medicine as well as being on the management Board of the Tissue Engineering and Cellular Therapy (TECT) Laboratory. She joined the ExCo in May 2018 and is a member of the Medical sub-committee.

Member - May 2018

Tham Chee Soon | Member

Chee Soon is a Fellow at the Institute of Singapore Chartered Accountants, a member of the American Institute of Certified Public Accountants, and CPA Australia, an ASEAN CPA and a CFA charterholder.

He is also a member of ISCA's Investigation & Disciplinary Panel. He is a member of the Audit & Governance sub-committee.

Member - May 2018



Heinrich Schindele | Member

Having retired from a career in banking, Henry is drawing on his experience in financial services to guide BMDP. He first volunteered as an international courier. He is member of the Finance sub-committee.

Member - June 2013



Kristy Tan | Member

Kristy is a qualified lawyer. She was in private practice as a Partner in a leading Singapore law firm, and is now with the Attorney-General's Chambers. She joined the ExCo in May 2018, and is a member of the Audit & Governance sub-committee.

Member - May 2018

Dr Theresa Yoong | Member

Theresa retired from the public health sector and is an active volunteer. Her strong commitment and support for the BMDP comes from personal experience when a beloved daughter needed a bone marrow transplant. She is a member of the Donor Recruitment & Public Education sub-committee.

Member - June 2013



Dr Michelle Poon | Member

A senior consultant at the NUH Department of Haematology-Oncology and assistant professor with the Department of Medicine at Yong Loo Lin School of Medicine, Dr Michelle Poon has a special interest in lymphoproliferative disorders and hematopoietic stem cell transplantation. She joined the ExCo in May 2018 and is a member of the Medical sub-committee.

Member - May 2018

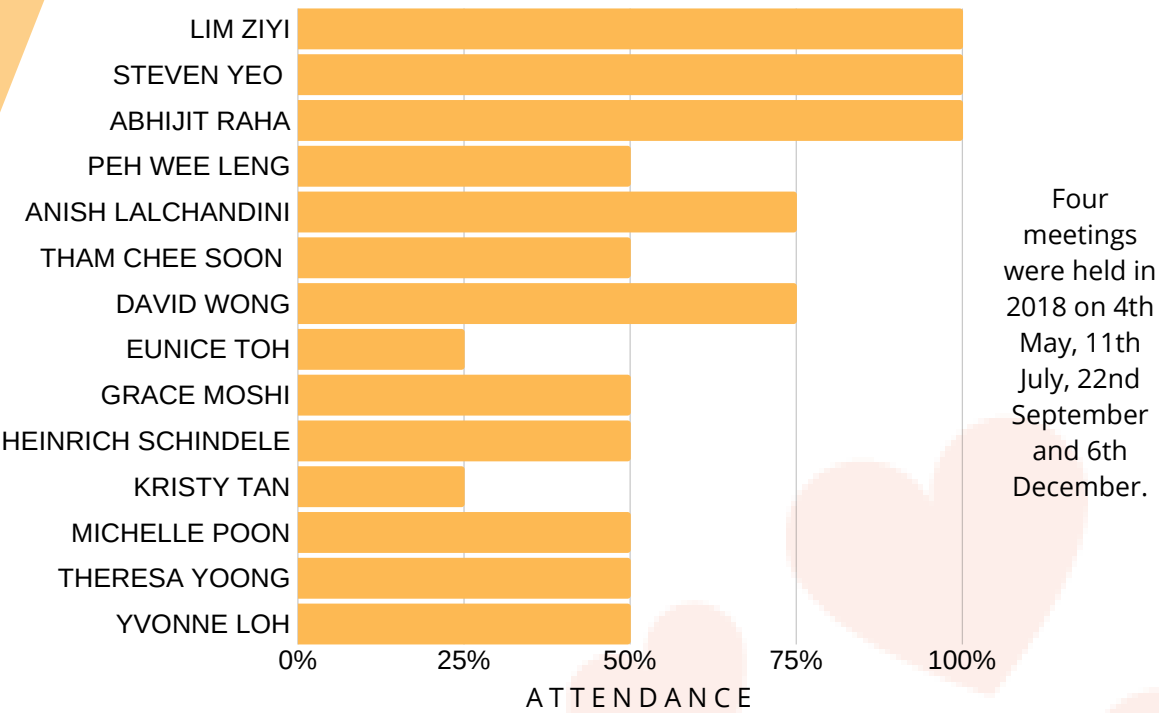


Eunice Toh | Member

Eunice is the Executive Director of Tan Tock Seng Hospital (TTSH) Community Fund, and Director of TTSH Development Fund & Volunteer Management and NHG Development Fund (Research). Her diverse broad-based work experiences span across different industries and sectors including finance, commercial, retail, healthcare and charity. She is the Co-Chair of the Audit & Governance sub-committee and member of the Finance sub-committee.

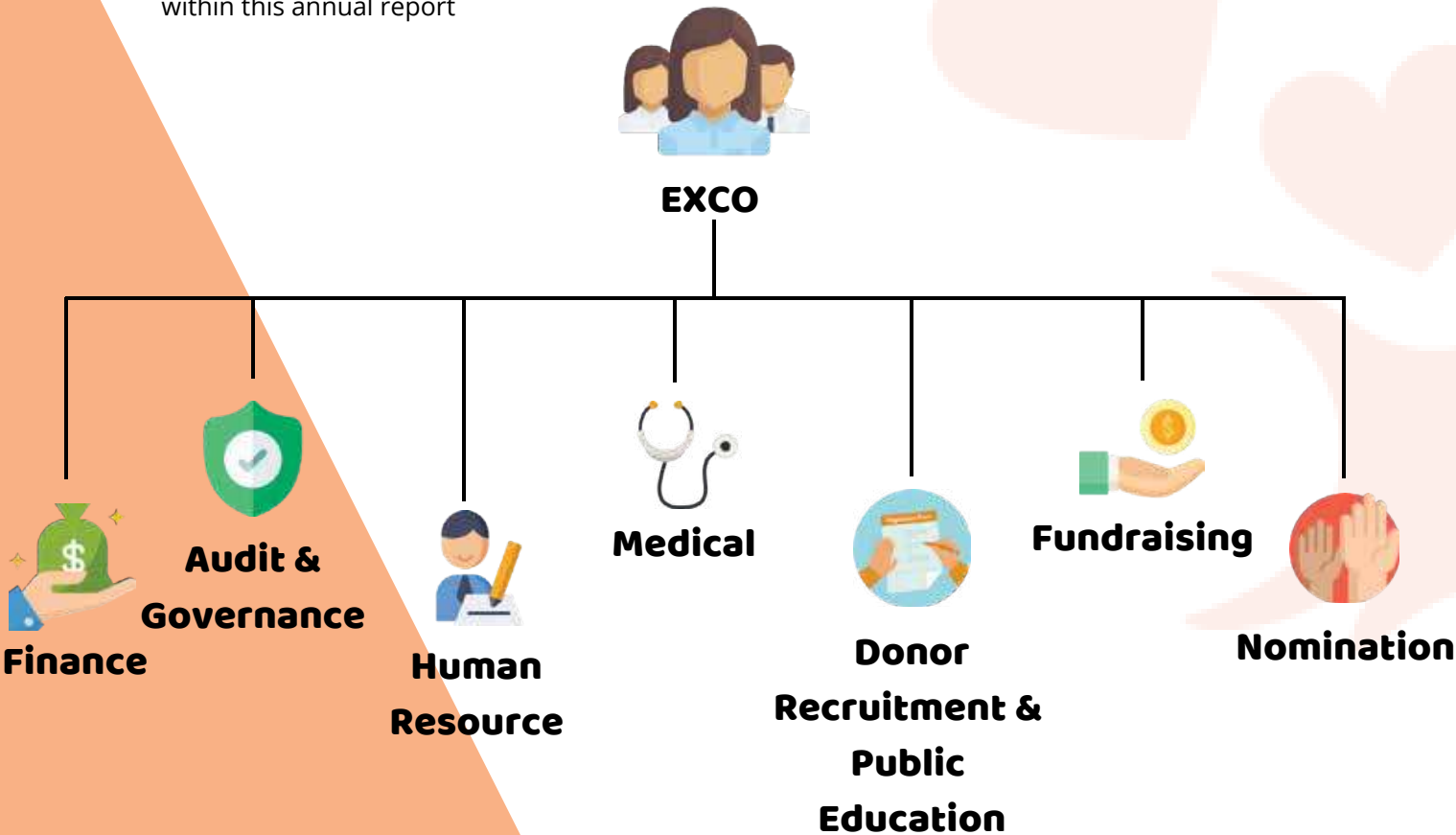
Member - August 2017

EXCO MEETINGS

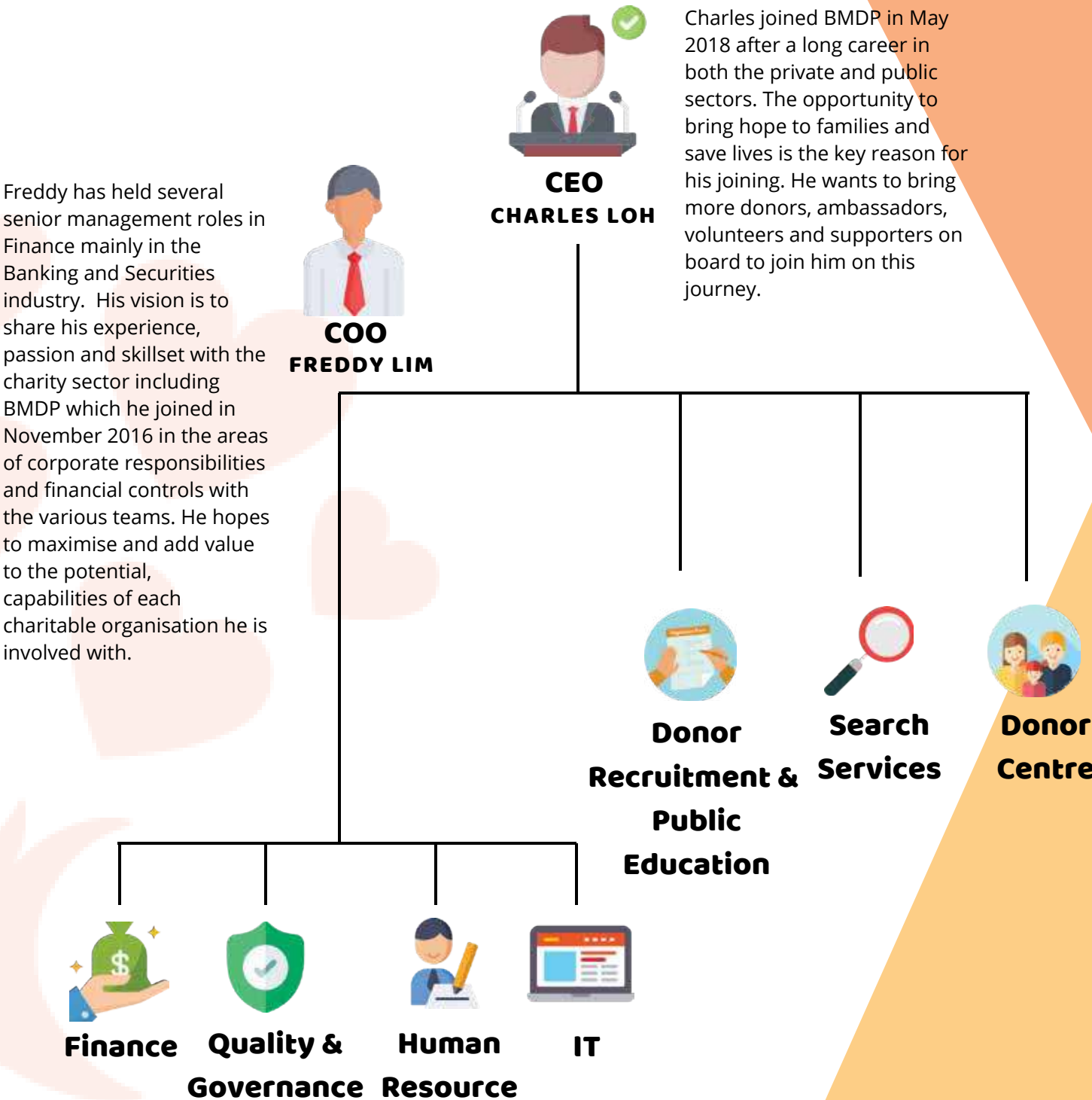


SUBCOMMITTEES

For the terms of reference of each subcommittee, refer to the Terms of Reference section within this annual report



ORGANISATION STRUCTURE



BMDP STAFF



Search Services

- 1. Chandini
- 24. Manasvini
- 25. Zi Jing
- 27. Louise
- 30. Ashminder



Finance

- 2. Arthur
- 3. Cindy
- 4. Sandy
- 16. Ang Eek
- 17. Shamini



Corporate Services

- 7. Freddy
- 10. Charles
- 18. William
- 20. Wendy
- 28. Huiy Ling



Donor Centre

- 14. Melanie
- 15. Jerene
- 21. Ayuni
- 23. Latha



Donor Recruitment & Public Education

- 5. Geraldine
- 6. Marsita
- 8. Namira
- 9. Priya
- 11. Angela
- 12. Amanda
- 13. Elmira
- 19. Jean
- 22. Zubaidah
- 26. Judie
- 29. Natalie



TRAINING & DEVELOPMENT

To train and develop staff to be in tune with the latest industry practices and standards, the BMDP attends overseas conferences regularly throughout the year.

This is also a good opportunity for Singapore to build relations with other international registries, so that we can achieve BMDP's mission - To network and be a conduit of a global marrow database.

12th International Donor Registry Conference (IDRC) and World Marrow Donor Association (WMDA) Conference June – Munich, Germany

- Gained insights on the challenges faced by the industry in light of the swift changes in science, technology and clinical practice.



WMDA and National Marrow Donor Programme (NMDP) Meetings November - Minneapolis, USA

- Talks related to BMDP's WMDA accreditation journey on areas such as Quality and Regulations and new IT standards
- Workgroup participation on the latest updates on WMDA's accreditation, qualification and standards.
- Practices by other registries such as donor recruitment strategies, ways to improve donor experience and data analytics.

23rd Annual Congress of Asia-Pacific Blood and Marrow Transplantation Group (APBMT)

November - Taipei, Taiwan

- Challenges of stem cell transplantation in regional countries such as Vietnam and the Philippines.
- Further learning on the use of stem cell therapy for the different types of blood diseases, including the use of one of the latest treatment CAR (Chimeric Antigen Receptor) T-cell therapy.



WHAT WE DO

1 DONOR RECRUITMENT & PUBLIC EDUCATION

“ We constantly seek out partnership opportunities to organise **donor recruitment activities & public roadshows.** ”



- Partners with institutions, corporate and public sectors as well as religious and affiliated groups to organise donor recruitment activities and public roadshows
- Carries out public education on blood-related diseases and bone marrow donation as well as address concerns surrounding the donation process

2 SWAB PROCESSING

“ We process all **Donor Cheek Swab Kits** into the Donor Register. ”



- Does necessary follow-ups with donors to verify their personal information
- Packages and dispatches the swabs to a laboratory for analysis and testing of the Human Leukocyte Antigen (HLA) tissue markers, which will be used to identify potential matching donors for patients

3 SEARCH TO TRANSPLANT SERVICES



“ We **facilitate requests** for patients from **local & overseas hospitals.** ”

- Facilitates requests for patients from local and overseas hospitals daily by going through the BMDP registry
- If no local matches can be found, the search is automatically extended to a global database of volunteer donors to improve transplant searches

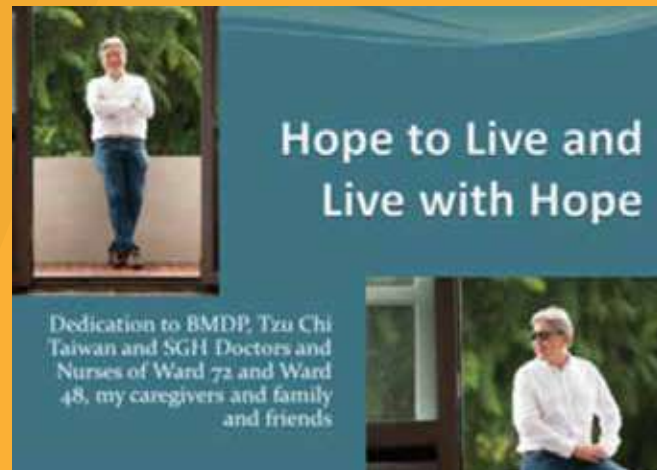
BMDP is a member of the **World Marrow Donor Association (WMDA)**, collaborating seamlessly with more than 95 stem cell donor registries worldwide. Searches through the BMDP registry include millions of additional potential donors from global registries, improving transplant outcomes for patients.

4 DONOR CENTRE



“ We are dedicated to **bring our local donors** through their **donation process.** ”

- Liaises with local donors to help them better understand the next steps of their donation process once a match is found between a patient and a donor
- Addresses donors' questions and concerns through an information session and brings them through medical procedures to ensure that they are fit and healthy to donate before they go through the transplant procedure



My Hope to Live Journey

“I am 56 years and a beneficiary of the Bone Marrow Donor Program.”

SIMON TAN

In November 2011, I was diagnosed with Acute Lymphoblastic Leukaemia at age 49. I had three options: first - undergo 12 progressive cycles of chemotherapy, second - opt for bone marrow transplant, and lastly - be discharged and go home to spend time with my loved ones and then passed on. Surely option three was not a wise choice as I always believe in taking chance and bet my life on a successful bone marrow transplant especially when I have three siblings on standby. Unfortunately, none of their genotype profiles registered a good match. It was deemed highly risky to proceed other than to look for an unrelated donor. Immediately, a worldwide search was initiated through BMDP networks.

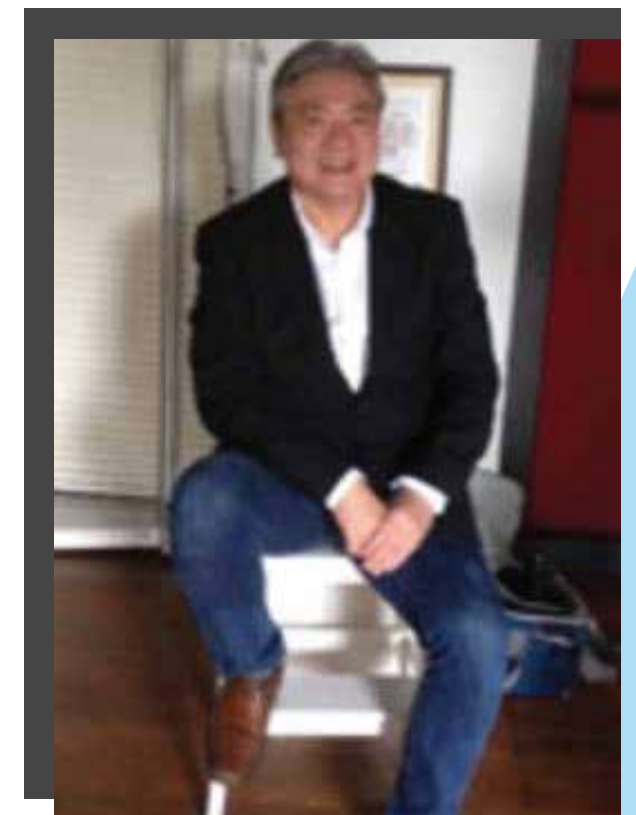
Within three months, a suitable match was identified by the Tzu Chi Taiwan Foundation. A 37 years old Taiwanese lady would be my donor. The bone marrow stem cell graft was transplanted on 29th February 2012. It was a tough fight on me clinging to a glimmer of hope at the beginning and determination to beat the odds that came together with the committed doctors and nurses from Singapore General Hospital of Wards 48 and 72, love from parents, siblings, and loyal friends to lift me from the abyss.

On 3rd November 2018, I attended the 25th Anniversary Bone Marrow Donor meeting program with two other Singaporean survivors, Desmond and Megan, together with their loved ones. I did not get a chance to meet my donor as she had migrated. She knew that I am well and gave her blessing for me to take care and continue well with life. On that day, I witnessed 10 recipients of bone marrow grafts on stage meeting their donors. They shared wonderful stories of their heroes and their personal commitments and sacrifices that brought lasting hope and happiness to the lives of survivors and their loved ones. I extended my stay to visit the Tzu Chi foundation in the Jing Si Abode in Hualien, and had the opportunity to visit the Tzu Chi Hospital Bone Marrow Collection Centre. I am truly impressed with the Tzu Chi volunteers and their unwavering efforts to actively engage and get prospective donors to willingly register their bio profile information and blood specimens for collection on the spot. Each donor volunteer successfully recruited potentially widened the selection pool. I was told that when the initial program started, it was tough and confronted many difficulties. The bone marrow donor program was first introduced to the army draftees to be the bone marrow donor volunteers.

GAME CHANGER

- ✓ Blood type – from A+ to O
- ✓ Family bonds, and friends
- ✓ Fulfilling my Wishes:
 - Visit the hometown of my donor
 - Change my lifestyle
 - Healthy round the clock
 - Inspires others on working towards healthy lifestyles

Coincidentally, in 2018 the BMDP celebrated its 25th Anniversary with the vision of “Saving Lives Together” that came with a 3-Year Plan target by end 2018 to have 50,000 registered donors. At the time of writing this article, I was informed they had achieved 100,000 donors coming from diverse ethnic background. I am impressed with the achievements of BMDP. Without the hard work of BMDP, I will not be here. I am honoured to be granted this opportunity to share my Hope to Live journey.



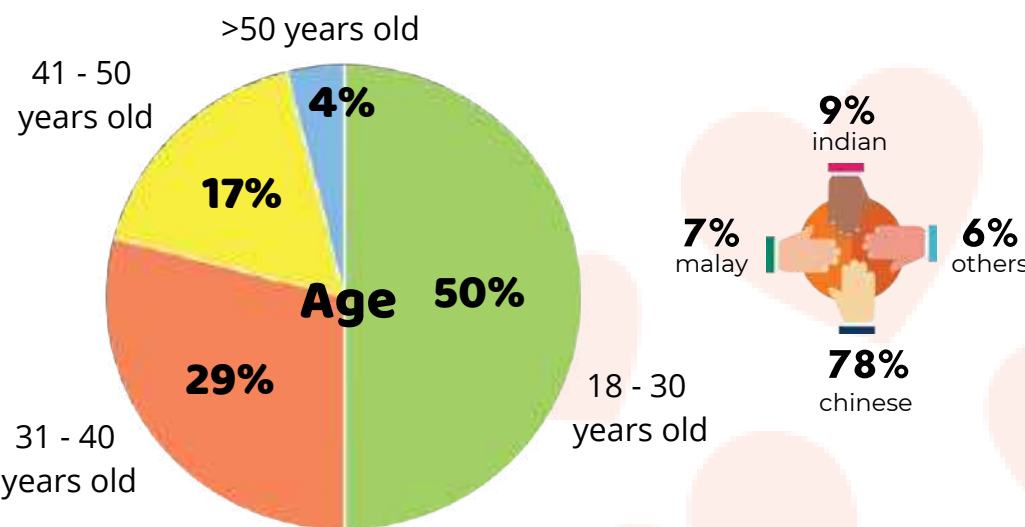
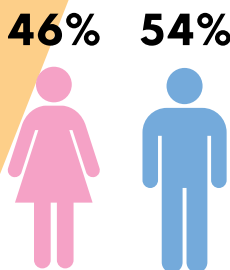
2018 AT A GLANCE



Matchpoint
Donor Registry

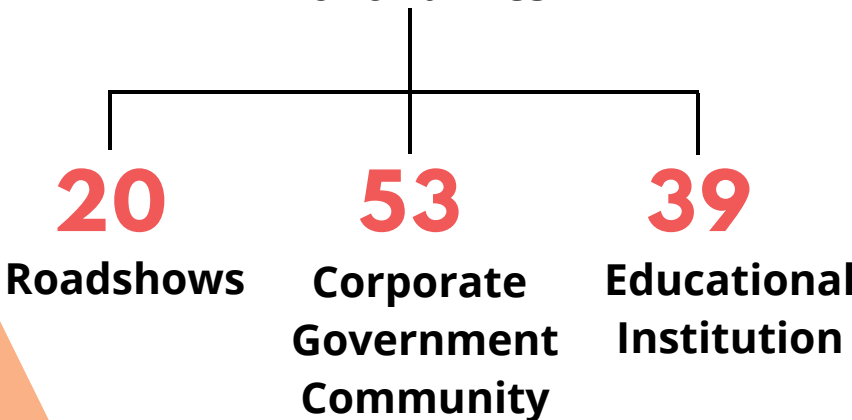
101,761

As at end 2018



112

Donor drives



16,518

Donors recruited
(13,613 processed)



79

Ambassadors



637

incoming search
requests



224

Singaporeans: 145
Foreigners: 79



413

international



38

local patients
went for transplant



23

Singaporeans



15

foreigners



371

local donors were
requested for
Verification Typing



80

local



291

international



40

local donors
donated their
stem cells



11

local

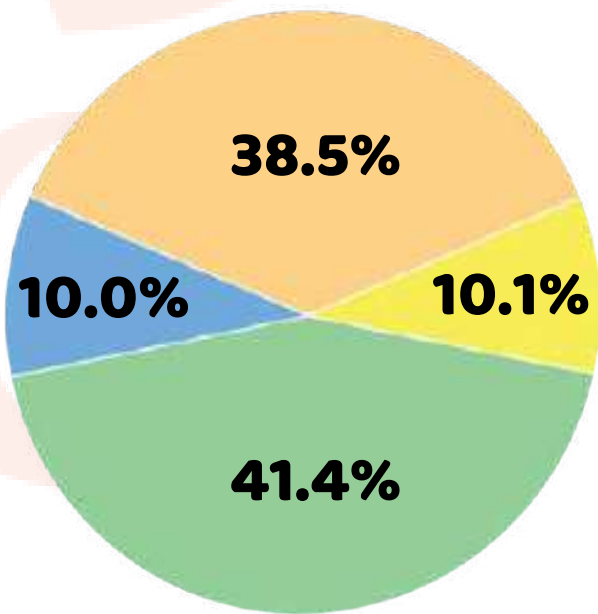


29

international

How we use your funds

Total Expenses: \$5,031,881

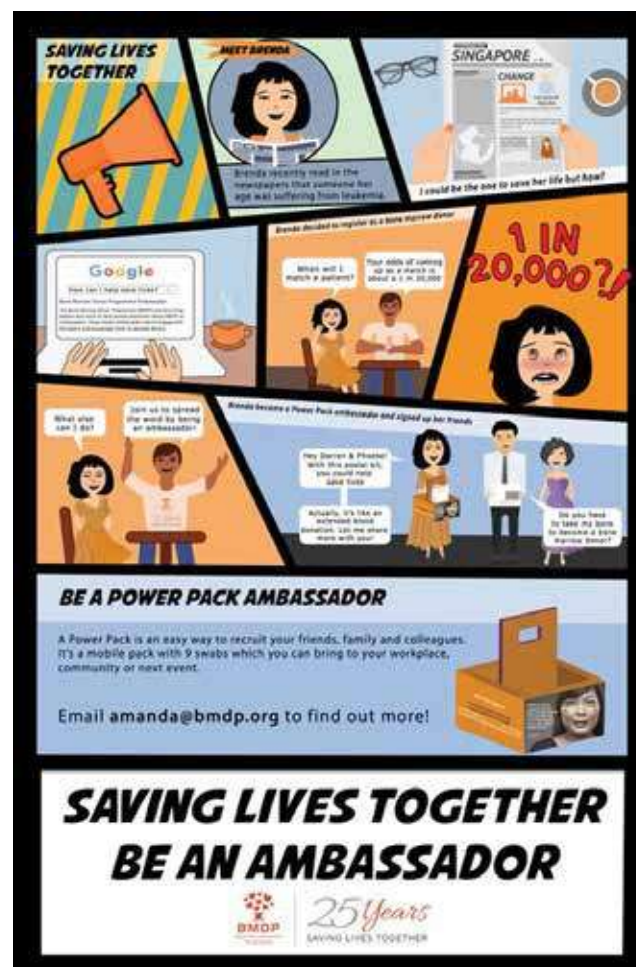


- Patient Search Services 41.4%
- Outreach & Donor Acquisition 38.5%
- Donor Management 10.1%
- Operation Costs 10.0%

HIGHLIGHTS OF A NEW BEGINNING POWER UP!

With the ongoing mission to grow the register of Singapore bone marrow donors, we knew that we needed to extend our reach with more help from volunteers by initiating drives to engage them to participate .

Hence, in September, the Ambassadorship Programme was launched, and the inaugural POWER PACK was introduced – enabling everyone to be a lifesaver and recruiter of heroes!



An online outreach to recruit volunteers to be ambassadors kicked off and within a week more than 200 signups were received. It was an encouraging start to the Programme, enabling us to grow our current number of over 79 trained ambassadors.

To ensure our potential ambassadors are trained to convey the right message and equipped to sign up potential donors , five training and briefing sessions were subsequently held in 2018. These dates include 20th, 23rd, 29th October, 1st and 5th December.



AMBASSADOR TRAININGS



POWERPACK CONTENTS



HIGHLIGHTS OF A NEW BEGINNING POWER UP!

We believe these ambassadors are an extension of us and we're incredibly thankful for their volunteering spirit and support. The more we have on board, the more lives can be saved through them, spreading the vision to provide hope to patients with leukaemia and blood-related diseases.

Our ambassadors have gone beyond the simple call of outreach to recruiting individual donors and creating awareness, and have now begun to pave ways into organisations, communities. Some even confident enough to deliver their own presentations to an audience! We are excited by their enthusiasm and look forward on more to come in 2019!



POWER OF RADIO

When approached by the BMDP, So! Drama Entertainment (formerly SAFRA Radio) came forward with a radio sponsorship that enabled the message of being a bone marrow donor reach approximately 400,000 English and Chinese weekly listeners.

From 19th September to 5th November 2018, Power 98 FM (English) and 88.3 Jia FM (Chinese) airwaves were filled with live reads by DJs, ending off with an appeal to listeners to visit the BMDP website and roadshows.



In addition, each station conducted two interviews by the DJs as a feature during the campaign which provided different perspectives:

88.3 Jia FM

Dr Lim Zi-Yi - President, BMDP

Louise Cho - Head, Search Services, BMDP

Power 98 FM

Prashant Kulkarni - A recovered patient

Erni Sharida - Bone Marrow Donor (Read Erni's interview in the next section of Saving Lives)

Erni and Prashant are of Malay and Indian race respectively, and it is hoped that their testimonies would resonate with their communities. This is because each of their races make up only less than 10% of BMDP's register and has an impact on the chances of finding a matching donor as revealed in a recent study by the BMDP.

For patients with Indian origin, a matching donor is a challenge, and may be attributed to the ethnic diversity among the Singaporean Indians. They are mainly divided into 7 ethnic groups - with Tamil being the largest and followed by the others including Malayalees, Telugu, Punjabis, Sindhis, Gujaratis, and Sinhalese.

Despite the Malay group constituting the smallest percentage in BMDP register, this group had a higher chance of finding a match in comparison with Indians. Nonetheless, matching searches are still difficult likely due to lack of overseas registries with donors of Malay origin. There are currently only two registries with potential Malay genotype donor pool, Singapore and Thailand.

SAVING LIVES

LIFE STORIES

Radio Interview with a donor, Erni Sharida

Broadcast live on POWER 98 FM on 9th October 2018

(Transcribed and edited for readability)



DJ: Earlier on we were talking about The Bone Marrow Donor Programme and the many misconceptions that comes with donating a bone marrow. We decided to talk to someone who has gone through the process and donated. Erni, thank you for being here and taking the time to talk to us.

Perhaps you could start by introducing yourself a little so that we can get to know you.

Erni: Hi, I'm Erni, and I'm in my early 20s. I'm really a shy person, but once you get to know me better I'm one who likes to laugh and make jokes with my peers, friends and family.

DJ: When it came to bone marrow donation, how did you first hear or know about it?

Erni: A few years back, the company that I previously worked for had invited the Bone Marrow Donor Programme to hold a talk with the staff. I was really intrigued by the presentation because I had never heard of the bone marrow; that a person can step forward to be a donor and; that there's a rare chance that a matching donor can be found.

DJ: The chance is 1 in a 20,000, which is why we need to get more people registered right?

Erni: Yes, that's right!

I was also very touched by a heart-warming video during the talk. It featured a patient who needed a bone marrow transplant, and after finding a match, the patient was filled with such joy. Then I realised -- what if I was the patient? The one that is in need of a bone marrow? How would I feel to learn there are no matching donors? How would my loved ones feel on hearing this too?

DJ: And that is true, because every day six people are diagnosed with a blood disorder such as leukaemia and lymphoma. A bone marrow transplant might be their last chance to live and the odds of finding a match is so small.

Is that what made you take that next step? Or did you do more research first?

Erni: Right after the talk, my friends and I immediately went up to register!

DJ: Wow! That is very brave, and with no hesitation! You are indeed a positive person! I would like to get your first-hand experience on how the process was like. Because there are many misconceptions and questions. What went through your mind?

Erni: At the beginning, it was nerve wrecking. There were a lot of questions going through my mind, such as 'Will I be healthy to go through this process? Will my parents be okay with it? After the whole process will I be fit to return?' and -- I'm also afraid of needles!

DJ: But it all starts with a simple swab right?

Erni: At the talk, you will do a cheek swab for the registration. It was only months later I received a phone call and they sounded really happy and told me "Hey! Did you know that you're a match?"

DJ: This swab is a test to identify your HLA type, and if they find that it matches somebody who needs a transplant they will give you that important call?

Erni: Yes! And because it's such a rare chance to find a donor, and to know that I'm one of them and given the opportunity to make a difference in someone's life is an unbelievable feeling!

DJ: There are two methods of donation: peripheral blood stem cell (PBSC) collection and the bone marrow collection. Which one did you do? And what was the process like?

Erni: I opted for the PBSC. You will need to have injections over a few days on your abdominal area. You can learn and do the jab yourself or the BMDP will provide you with a referral letter so that you can go to your nearest clinic and the jab will be given by the doctor or nurse. For me, I learnt how to jab as it was more convenient, and I could do it at home. I got a jabs daily - four days before and on the actual donation day.

DJ: So what happened on the donation day?

Erni: I was admitted to the hospital and made sure I was still healthy enough to donate. They had prepared me in advance that my veins were very thin on my arms, so they would perform the PBSC via a central line, meaning a main blood vessel. The BMDP had already made sure I was aware what was to be done much earlier, so it was easier for me to just go with it! Even though it may sound scary, it is not.

DJ: The PBSC method takes about 5 to 7 hours, so it does not take up a huge chunk of your time. And for the benefit of saving somebody else's life, those few hours is just a small sacrifice. But what about your recovery period?

Erni: I did feel fine after the donation. Just a little weak and tired, but it is expected, as your body has just gone through a medical procedure of removing and returning your blood! I was given 4 days of medical leave to recover and I was back to work after that.

DJ: Your stem cells and bone marrow will be completely replaced within 4 to 6 weeks so one does not have to worry as your body will regenerate more. How do you feel now that you've done this, and any words of encouragement for everyone who is tuning in as to why they should sign up as a donor to save a life.

Erni: I feel that whatever I've done is simply unbelievable. It's a really new experience for me and I feel really proud.

DJ: What would you say to someone who may be considering if they should register?

Erni: Go for it. After you've done it all, you'll feel very special because you actually help to save a life for someone who really needs it. That's really something special.

DJ: Erni, you are something special. Thank you so much for being on the show.

KEY EVENTS & PROGRAMMES

EMPOWERING OUTREACH

Anyone can make a difference by sharing our life-saving message to friends and colleagues. Whether they are in educational institutions, student groups, or part of the corporate environment, they can reach out to their community by organising a campaign to raise awareness of the urgent need for bone marrow donors.

EDUCATIONAL INSTITUTIONS/ STUDENT GROUPS

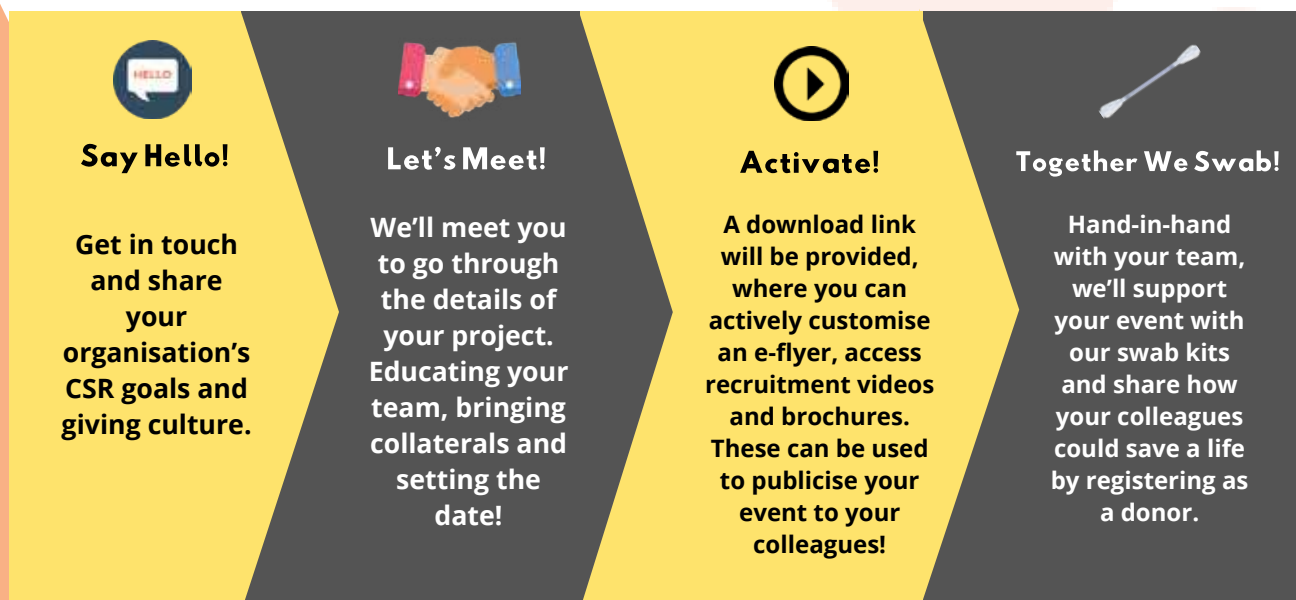
'Tomorrow's Social Entrepreneurs Programme' was set up to encourage youth initiatives and innovation to create social change the community by leading their own projects.

This programme is an opportunity for participants to inoculate a spirit of altruism, exercise social entrepreneurship and develop their leadership skills.

Successful applicants may receive up to S\$1,500 seed funding to implement their project.

CORPORATE PARTNERS

Four Step programme to work with the BMDP:



YOUTH FOR CAUSES

Into their second generation, the 2018 Project Edelstein comprises 16-year olds from Hwa Chong who not only aced their project but went beyond what the scope required.

Their highly anticipated concert, Matchstick: Incandescent was held on 2nd June 2018. For over almost 3 hours at the Hwa Chong Cultural Centre Theatre, performances featured prominent local entertainers such as Jasmine Sokko, Nanyang Modern Dance, Raffles JC Street Dance, RV High School Dance, and DanceXmotion.



After the project concluded, the team organised a Myth Buster carnival at Keat Hong Community Club which attracted families to bond through learning about BMDP. To date, Project Edelstein has reached out to more than 120,000 members of the public and recruited more than 300 bone marrow donors.

KEY EVENTS & PROGRAMMES

SWIPE TO START

Attracting more than 800 students, the retro-pixel carnival boasted a long line-up of activities, performances, carnival games and a life-sized monopoly themed board game for players to learn about the bone marrow donation process. All 500 registered donors on that day received a special goodie bag worth almost S\$100 with vouchers sponsored by various organisations. This was the final year project for the Events Management Module at Ngee Ann Polytechnic, having adopted BMDP for its third year running.



LIFE CHOICES

Relentlessly reaching out to their schoolmates in their 4th year, the Pharmaceutical Interest Group in Republic Polytechnic, garnered 900 individuals to come forward to make a life choice and commit to registering as a bone marrow donor.



HOME TEAM ACADEMY RECRUITMENT

We are grateful for our continued partnership with the Ministry of Home Affairs in granting us the opportunity to share our message with the new enlistees to the Singapore Police Force and Civil Defence.

Held at the Singapore Home and Civil Defence Academy, we have recruited over 1200 potential lifesavers thus far, with an average conversion rate of 57% from each batch. These sessions still have a continued impact in raising the pool of donors from the minority groups, such as the Malay community, and concurrently increases the odds of Malay patients finding a matching donor.



KEY EVENTS & PROGRAMMES

4TH WORLD MARROW DONOR DAY (WMDD) 2018

#ThankYouDonor #WMDD2018

WMDD is an annual event to thank all donors and highlight global cooperation in blood stem cell transplantation. Held on the 3rd Saturday of September, blood stem cell and cord blood organisations similar to the BMDP organise activities to share in the celebration and to spread awareness.



For the BMDP, we launched our Ambassadorship Programme - PowerPack (featured in our highlights section) and rounding off the celebrations in conjunction with WMDD's "Thank You Donor Cake Off".

The BMDP team added a twist and personal touch to express our gratitude to all our registered donors, by coming together and creating our very own 'Thank You Donor Deco off!'. Specially decorating plain cakes with thought and love for all who help us achieve our life-saving mission.

SAVING LIVES

LIFE STORIES

Aloysius grew up with his single mother. When his father left the family, his mother had to suffer a lot of hardship to bring him up. The thought of giving up came up countless times, but she persevered and brought him up singlehandedly.

Madam Tan Hooi Fong has always been Aloysius' inspiration to strive for the best. There were times where he was being looked down upon by his peers in school due to his family situation but that did not discourage him. In fact, Mdm Tan told him that this should be a motivation for him to work towards achieving more in life.

Aloysius' goal is to make his mother proud and to reduce her financial burden. Securing scholarships and receiving awards for outstanding efforts in schools was his way of thanking his mom for all that she had done for him. Seeing that his mom never gives up despite the difficulties she had to face, became an inspiration for him. They share a very close relationship and they talk about anything under the sun.

To a mother who pins high hopes on her only son, she cannot be prouder of his achievements. When asked about her son signing up as a bone marrow donor, Mdm Tan Hooi Fong is very supportive of his decision. "As long as we can help others, why not? If he comes up as a matching bone marrow donor, he will be saving someone's life, he should step forward to help."

Taking on BMDP was not an easy decision as Aloysius was overseas for an exchange programme shortly after speaking to the BMDP, which made coordination work more challenging. Yet, Aloysius decided to take on the challenge and went on to plan for an event, with the aim to recruit more bone marrow donors to save the lives of patients suffering from blood cancer and blood-related diseases. He was near tears when he realised that he and his team recruited 234 bone marrow donors from the event they organised at ITE College Central within 2 days.

Story of Aloysius and his mother



“Instead of spending my time clubbing and gaming, I decided to use my time to help others.”

– Aloysius



**Newspaper article from The Straits Times Home section, Page B8
Friday, October 5 2018
By Rahimah Rashith**

After the loss of his grandfather to lung cancer in 2015, Mr Aloysius Moh wanted to find a way to help people with chronic illnesses.

"This feeling of not wanting others to go through the same thing I went through triggered something in me. I wanted to help people battle chronic illnesses," said the 19-year-old.

Last year, Mr Moh, who was then a student at ITE College Central, rallied his friends to start a campaign to raise awareness of bone marrow diseases. They went from classroom to classroom to tell their peers and teachers more about the diseases and organised a bone marrow donation drive in school, with the help of the Bone Marrow Donor Programme (BMDP). Within two days, the campaign recruited 234 bone marrow donors. The BMDP usually get an average of 50 sign-ups a day at roadshows.

The success spurred Mr Moh to continue to do good. "When someone does good, it forms a ripple. We should continue the good deeds and let ripples become waves," said Mr Moh, now a first-year aeronautical engineering student at Singapore Polytechnic.

Yesterday, he was one of the 182 young people who received the National Young Achievement Award (NYAA) gold award for their outstanding leadership and contribution to society.

The ceremony at Singapore Polytechnic Convention Centre was graced by President Halimah Yacob and hosted by Mr Heng Swee Keat, Minister for Finance and chairman of the NYAA Advisory Board.

Speaking to the youth, Mr Heng said: "This gold award is an outward manifestation of something far more valuable than any previous metal - the fact that you have a wish to reach for your best, the heart to make a difference to others, and the guts to push yourself through challenges. Here, fold is a symbol for the value of your commitment, sincerity, determination, and service."

SOCIAL MEDIA BUZZ

#1 FACEBOOK POST

"The month of September, in conjunction with WMDD 2018, is when we thank the donors in our register who have stepped up to potentially help save a life. While we have achieved much success in the past, the race against time to find a matching donor for every patient is still on. We need more donors and we need YOU!

BMDP ambassadorship programme enables everyone to be a lifesaver and recruiter of heroes.

Simply sign up via <https://tinyurl.com/BMDPAmbassador> and we'll get in touch with you with more information!"

#THANKYUDONOR #WMDD2018 #BMDP #MATCHFORLIFE"



#2 FACEBOOK POST

"What a fantastic recruitment drive this morning at the Home Team Academy. Join us in our mission to save lives!

Be a bone marrow donor, choose to save a life!"



#3 FACEBOOK POST

"We are at Tampines Mall this week! Come on down to our roadshow (outside Charles & Keith) happening now till 6th November, 10am to 10pm!

Sign up to be a bone marrow donor with our friendly brand ambassadors!

We would like to THANK Tampines Mall for sponsoring our event venue!

Be a bone marrow donor, choose to save a life!"



MEDIA COVERAGE

#1 THE NEW PAPER

Still a Challenge to Find Bone Marrow Donors in Singapore 17 December 2018

<https://www.tnp.sg/news/singapore/still-challenge-find-bone-marrow-donors-singapore>

Still a challenge to find bone marrow donors in Singapore

<https://www.tnp.sg/news/singapore/still-challenge-find-bone-marrow-donors-singapore>

December 17, 2018

Singapore



Mr Prashant Kulkarni is now in complete remission. TNP PHOTO: DESMOND FOO

ADELINE TAN

Dec 17, 2018 06:00 am

His ordeal started in 2006, when he had rashes and night sweats.

Mr Prashant Kulkarni, 43, who is from India but was working in London, had these symptoms for over a year, but he brushed it off, thinking it was an allergic reaction.

It was not until he found it difficult to breathe that he got a full body check-up and found out he had Stage 4B Hodgkin's lymphoma, an advanced stage of a blood cancer, along with a 1.5cm tumour in his chest.

Patients such as Mr Prashant, who came to Singapore in 2013 and is an assistant director of food and beverage at Fairmont Singapore and Swissotel The Stamford, will have only a 4 per cent chance of finding a donor in the local registry, according to the Bone Marrow Donor Programme (BMDP) in Singapore.

According to BMDP's study published last year, only 42 per cent of Chinese and 24 per cent of Malays have a potential match in the local donor registry, and this number falls to 4 per cent for Indians, who make up less than 10 per cent of BMDP's national registry.

Despite the rise of donors in recent years, from 62,000 in 2016 to 100,000 this year, it is still a challenge to find a donor.

1/2

#2 SASSYMAMASG.COM

Give the Gift of Life to a Child with Blood Disease this Christmas 19 December 2018

<https://www.sassymamasg.com/wellness-bone-marrow-donor-programme-blood-disease-cancer/>

Bone Marrow Donor Programme: Give the Gift of Life to a Child with Blood Disease this Christmas!

Posted on 19 December 2018 | By Kelly | Family Life | wellness - health



All the deets on how easy it is to sign up for Singapore's Bone Marrow Donor Programme this holiday season

It's the most wonderful time of year for our kids, but it's also an important time to think about those who are less fortunate. Mums of three *Kelly Ang* recently reached out to share some important info about Singapore's *Bone Marrow Donor Programme (BMDP)*. You may not even know how easy it is to sign up to become a donor, mama, but if you're looking for a quick and easy way to help others this holiday season, here you go! You can also find out more at their *upcoming roadshow* between 24-30 December. Read on for all the deets!

As a mom to three children under 5, I am often stuck in the throes of caring for their every need.

Baby crying? Pick her up to nurse or rock her to sleep. Toddler wants a snack? I get it for him. Kindergartener doesn't know how to read that word in his book ("MAMA!!! How do I read this word?") I somehow have to guess what word has gotten him stumped.

One thing I have started to take for granted is that things will get better as they grow older.

Signing up to be a bone marrow donor increases the chances of these sick children finding a match and getting a second chance at life. You'd be giving a child the best gift ever - the precious gift of life.



Ok, I want to sign up to be a donor! What do I have to do?

Signing up is easy, you just have to head over to the *Bone Marrow Donor Programme (BMDP)* website and fill in an online form. A swab kit will be mailed to your home within 3 working days, simply swab your cheeks and mail the sample back.

If your HLA tissue type proves to be an initial match with any patient who needs a bone marrow transplant, you'll receive a call to go for further tests. And if you are a confirmed match, now comes the important decision: Will you proceed?

There are two methods of bone marrow donation, and it may surprise you that the most commonly used method is much like an extended blood donation.

This method of donation is called *Peripheral Blood Stem Cell (PBSC)* collection, where the blood stem cells are collected in an outpatient procedure similar to a blood donation that lasts for about 5 to 7 hours. Only the blood stem cells are needed, so they are separated out while the rest of the blood is returned to the donor through the other arm.

Four days prior to the day of donation, donors will receive daily injections of G-CSF, which stimulates the production of blood stem cells and mobilises them into the blood stream.

The other method is *Bone Marrow Collection*, where a needle is used to collect bone

LOOKING AHEAD

HEMATOPOIETIC PROGENITOR CELL (HPC) PROCUREMENT SUBSIDY SCHEME

At present, the costs involved in identifying donors, verification typing and procurement of bone marrow or blood stem cells (also known as HPC product), are excluded from Medisave and Medishield. Such cost can go up to \$61,000 if the HPC product is procured from overseas.

In view of providing sustainable financial support to patients, the HPC Procurement Subsidy Scheme will be introduced from January 2019. Patients (Singaporeans and Permanent Residents) seeking treatment in Singapore are eligible.

For more details, visit the BMDP website or this link:
<https://bmdp.org/hpc-procurement-subsidy-scheme/>

WMDA ACCREDITED CERTIFICATION

Having achieved the WMDA Qualification status, we'll be pursuing the 2nd stage of the World Marrow Donor Association's Standards to attain the WMDA Accredited certification. This is to benchmark our internal organisation's processes to ensure that each step between donor recruitment and donor-follow-up after blood stem cell donation is carried out according to internationally acceptable standards.

INAUGURAL FLAGSHIP EVENT "MATCH FOR LIFE"

We are excited to partner with Home United Football Club and Singapore Polytechnic to organise this one-day tournament and carnival to raise awareness to the community in Q4 2019. Themed Match for Life, it plays on the dual meaning of a football match and BMDP's vision to save lives by searching and finding complex donor matches for patients with blood diseases.

We are actively seeking sponsorships to make this event a success. Do contact us!



FAMILY PACK! - AMBASSADORSHIP PROGRAMME

Because not one size fits all, we'll be looking beyond PowerPack Ambassadorship, and evolving the Programme with two more Packs added to the family. These new Packs will incorporate technology adoption. Thus, enabling us to be more effective in raising awareness and recruit bone marrow donors in the coming year!

WHAT YOU CAN DO



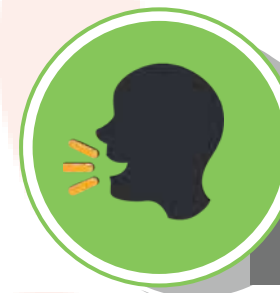
Be a bone marrow donor – Choose to save a life

1. Register online to request for a postal swab kit
2. Sign up as a bone marrow donor with our Brand Ambassadors



Give financially – It costs \$180 to add one donor to the Register

1. Sign up on BMDP's website
2. Sign up as a financial donor with our Brand Ambassadors



Be an ambassador – Tell others about our cause



Be a volunteer – Work alongside us (we will provide the list of volunteer roles)

ENSURING QUALITY

WORLD MARROW DONOR ASSOCIATION CERTIFICATION

In continual efforts of aligning our processes towards internationally accepted standards, the BMDP is pleased to have achieved the World Marrow Donor Association (WMDA) Qualified Certification. This is the first stage in the WMDA accreditation programme and requires the organization to perform an internal evaluation every second year.

Accreditation allows the BMDP to booster its mission in the following ways:

Quality Improvement

BMDP's processes will be reviewed by external experts who are experienced in registry operations and in providing blood stem cell products internationally.

Visibility in the global Search & Match Service

Donors from WMDA qualified and accredited registries are marked with the accreditation logo. This assures physicians that the donor is listed in BMDP promotes the quality of procedures necessary to obtain, in the shortest possible time, the appropriate quality and quantity of blood stem cells.

World Market Acceptance

National health authorities may adopt WMDA accreditation as an assurance of the quality of imported blood stem cells. Blood stem cell products from another country may comply with national requirements when originating from a WMDA accredited registry or cord blood bank, such as the BMDP.



CODE OF GOVERNANCE

S/N	Code guideline	Code ID	Compliance
Board Governance			
1	Induction and orientation are provided to incoming governing board members upon joining the Board.	1.1.2	Complied
	Are there governing board members holding staff ¹ appointments?		No
4	The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years.	1.1.7	Complied
	If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity.		
5	All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years.	1.1.8	Complied
6	The Board conducts self-evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter.	1.1.12	Complied
	Is there any governing board member who has served for more than 10 consecutive years?		No
8	There are documented terms of reference for the Board and each of its committees.	1.2.1	Complied
Conflict of Interest			
9	There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	2.1	Complied
10	Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.	2.4	Complied
Strategic Planning			
11	The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.	3.2.2	Complied
12	There is a documented plan to develop the capacity and capability of the charity and the Board monitors the progress of the plan.	3.2.4	Complied
Human Resource and Volunteer² Management			
13	The Board approves documented human resource policies for staff.	5.1	Complied
14	There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Complied

CODE OF GOVERNANCE

15 There are processes for regular supervision, appraisal and professional development of staff. 5.5 Complied

Are there volunteers serving in the charity? Yes

16 There are volunteer management policies in place for volunteers. 5.7 Complied

Financial Management and Internal Controls

17 There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes. 6.1.1 Complied

18 The Board ensures that internal controls for financial matters in key areas are in place with documented procedures. 6.1.2 Complied

19 The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted. 6.1.3 Complied

20 The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks. 6.1.4 Complied

21 The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure. 6.2.1 Complied

Does the charity invest its reserves (e.g. in fixed deposits)? Yes

22 The charity has a documented investment policy approved by the Board. 6.4.3 Complied

Fundraising Practices

Did the charity receive cash donations (solicited or unsolicited) during the financial year? Yes

23 All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity. 7.2.2 Complied

Did the charity receive donations in kind during the financial year? No

Disclosure & Transparency

25 The charity discloses in its annual report — (a) the number of Board meetings in the financial year; and (b) the attendance of every governing board member at those meetings. 8.2 Complied

Are governing board members remunerated for their services to the Board? No

Does the charity employ paid staff? Yes

28 No staff is involved in setting his own remuneration. 2.2 Complied

29 The charity discloses in its annual report — (a) the total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration

received from the charity's subsidiaries) exceeding \$100,000 during the financial year; and

(b) whether any of the 3 highest paid staff also serves as a governing board member of the charity.

The information relating to the remuneration of the staff must be presented in bands of \$100,000.

30 The charity discloses that there is no paid staff, being a close member of the family³ belonging to the Executive Head⁴ or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year. 8.5 Complied

Public Image

31 The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms. 9.2 Complied

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

Remuneration Band	2018	2017
\$100,001 - \$200,000	3	1
\$200,001 - \$300,000	0	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 reserves of between 3 to 5 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 Executive Committee reviews the level of reserves that is adequate to fulfil the continuing obligations of the BMDP on a regular basis.

INVESTMENT POLICY

The Investment Policy serves to guide the Executive Committee/ Finance Committee to exercise good stewardship of the funds of the BMDP. As a registered charity and approved Institutions of a Public Character, the funds of the BMDP are derived from donations/funding from the public and the Executive Committee/ Finance Committee has the fiduciary responsibility to manage and invest surplus funds with prudence and care.

The BMDP adopts a conservative investment approach and does not wish to take significant risks in managing its financial matters. Its priority is the safeguarding of investment capital and it is prepared to sacrifice higher returns to achieve this. The factors that will be considered are choice of a financial institution with S&P rating of not less than AA-. All the current banks are rated AA-. The concentration of deposits should be kept at not greater than 50% with each financial institutions.

CODE OF GOVERNANCE

Given the above, the investment instruments may be fixed deposits, bonds issued by government/government-linked companies (with credit rating A- to AAA as rated by S&P or Moody's), as a guide to the Executive Committee/ Finance Committee.

It is preferred that investments be made in the "home" currency, that is, Singapore dollars (SGD).

Should the Finance Committee decide to recommend otherwise, that is, investment instruments not mentioned above, it must obtain the approval from 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") fulfill 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 on or 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
IPC Number: HEF0015/G
Tel: (65) 6916 0370
Fax: (65) 6916 0371
Website: www.bmdp.org
Email: admin@bmdp.org

Notes:

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

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

3 Close member of the family: A family member belonging to the Executive Head or a governing board member of a charity —

(a) who may be expected to influence the Executive Head's or governing board member's (as the case may be) dealings with the charity; or

(b) who may be influenced by the Executive Head or governing board member (as the case may be) in the family member's dealings with the charity.

A close member of the family may include the following:

(a) the child or spouse of the Executive Head or governing board member;

(b) the stepchild of the Executive Head or governing board member;

(c) the dependant of the Executive Head or governing board member.

(d) the dependant of the Executive Head's or governing board member's spouse.

4 Executive Head: The most senior staff member in charge of the charity's staff.

TERMS OF REFERENCE

EXCO

Executive Committee and Subcommittees (Excerpt of the Kit provided to all ExCo members)

ROLES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

The BMDP is managed by a volunteer Executive Committee with the responsibility to shape and determine the organisation's vision and mission, as well as charting and advancing the Organisation's strategic directions. It provides foresight, oversight and insight, and leaves the managing of day-to-day operations to the CEO and his/her staff team.

In short, the Executive Committee has a huge responsibility which starts with knowing the "business" of the BMDP; understanding at least the basics of the medical eco-system within which we operate and having an awareness of the charity landscape in general. It's about bringing connections as well as skills and in the world's most highly regulated non-profit sector, being part of any non-profit board means being prepared to put time and effort into the commitment.

Great organisations are built through strong, high-functioning work groups comprising members who trust and challenge one another and are willing to engage directly with senior managers on the critical issues facing the organisation at any point in time. Our goal is to be great!

GENERAL EXPECTATIONS

1. Engage with the Organisation and lend professional knowledge, expertise and experience to contribute towards the cause of the BMDP, and as appropriate participate actively in the work of the sub-committees.
2. Act in the best interest of the BMDP and be actively involved in the management and decision-making process, and jointly make decisions as Executive Committee on policy matters.
3. Ensure that individuals are not disqualified under the prevailing Charities Act and/or Societies Act from being an Executive Committee member. Under the Charities Act, any person who is an undischarged bankrupt, or has been convicted of an offence involving dishonesty, fraud or moral turpitude, is disqualified from serving on the Executive Committee. In addition, in compliance with the Charities (Institutions of A Public Character) Regulations, ensure that (i) at least half of the governing Executive Committee members are independent and (ii) at least half of the governing Executive Committee members are citizens of Singapore.
4. Maintain independence and objectivity and exercise fairness, integrity and ethics in the execution of their duties.
5. Understand that while sub-committees are delegated to support the Executive Committee in overseeing various aspects and functions, the Executive Committee is ultimately responsible and accountable in ensuring that the BMDP is well-governed and prudently managed in achieving its charitable objects.
6. Ensure that good governance practices are established to increase transparency and accountability, as well as exercise strict control over financial matters of the BMDP:
 - i. Ensure the BMDP remains solvent
 - ii. Ensure charitable funds and assets are used reasonably, and only for the furtherance of the BMDP's objects

TERMS OF REFERENCE

iii. Avoid undertaking activities that will place the BMDP funds, assets and reputation at undue risks, including the risk of being misused for terrorist financing, money laundering or illegal purpose

iv. Ensure proper management of the BMDP such that it is not opened to abuse and avoid conflict of interests

7. Ensure that the BMDP is well-managed and stays true to its charitable purposes and fulfils its objects. In compliance with the Charities (Institutions of A Public Character) Regulations, ensure that the BMDP's objects are "exclusively beneficial to the community in Singapore as a whole and are not confined to sectional interests or groups of persons based on race, belief or religion".

8. Be clear about the vision, mission and services of the BMDP and ensure that the BMDP abides by the rules set out in its governing instrument, i.e. Constitution. Periodically reviews and approves a strategic plan for the BMDP to ensure that the activities are in line with its objectives.

9. Ensure that the BMDP exercises appropriate due diligence on beneficiaries, partners and donors:

i. Resource permitting and where relevant, make best efforts to confirm their identity, credentials and good standing

ii. Establish clear selection criteria for beneficiaries, ideally documented in a policy and publicly available

iii. Have clear written agreements with partners on the scope of work/activities, monitoring measures and use of the BMDP's name/resources

iv. Ensure that the BMDP complies with the applicable regulations and requirements governing fundraising including but not limited to duty to donors, use of donations, use of commercial fund-raisers and fundraising efficiency ratio

v. Know what the donor's specific agenda, if any, is with the charity - be mindful that donations with conditions attached do not compromise the charity's purposes, priorities and activities

vi. Watch out for 'red flags' that serve as a warning of suspicious situations and possible issues

10. Ensure that the BMDP complies with relevant regulations including but not limited to the Societies Act, Charities Act and Regulations, as well as with the requirements of the Office of the Commissioner of Charities or Sector Administrators, Code of Governance for charities/IPC's and Code of Governance for societies.

11. Assist BMDP staff by supporting fundraising strategies and promote these strategies through personal influence and contacts with others (corporations, individuals, and foundations).

12. Endeavour to build goodwill and team spirit among the Executive Committee members and staff for the benefit of the collective interest of the BMDP.

13. To be mindful that as Executive Committee members they represent the BMDP publicly and must seek to promote and uphold the image and interests of the BMDP whenever appropriate.

MEETINGS

14. Attend and participate in all Executive Committee and/or sub-committee meetings. Any Executive Committee member who fails to attend three consecutive meetings without valid explanation may be deemed to have withdrawn from the Executive Committee.

15. Read the minutes of meetings and pre-read/supporting materials prior to Executive Committee and sub-committee meetings and come prepared to raise timely and substantive questions. Being prepared means requesting for additional information whenever there is something that appears unclear or questionable, and in this way help ensure that all policy matters are thoroughly deliberated.

16. Participate in and take responsibility for making decisions on issues, policies and other Executive Committee matters and ensure that all decisions taken by the Executive Committee are aligned to the BMDP's purpose and mission.

17. Maintain confidentiality of the Executive Committee meeting sessions and support the final majority decision on issues discussed by the Executive Committee.

18. Suggest agenda items for Executive Committee and sub-committee meetings where appropriate and ensure that significant, policy-related matters are addressed.

RELATIONSHIP WITH STAFF

19. Counsel the CEO as appropriate and support him or her in the work.

20. In conducting the BMDP's Executive Committee business, avoid asking for specific favours of the staff, (including special requests for extensive information), or giving specific instructions to the staff, without prior consultation with the CEO.

21. Follow established policies and procedures in dealing with grievance or complaints against the BMDP or its staff and to avoid prejudiced judgement on the basis of information received from individuals or groups without due inquiry.

CONFLICT OF INTEREST

22. Serve the BMDP as a whole rather than any special interest group or constituency, and serve his or her term of office without remuneration so as to maintain the integrity of serving for public trust and community good instead of for personal gain.

23. Ensure clear policies and procedures are set out in the Conflict of Interest Policy and such policy are abided by all members and staff to declare, prevent and address conflict.

24. Declare any personal or vested interest in business transactions, contracts and/or joint ventures that the BMDP may enter into, as soon as such conflict or the possibility of such conflict arises and to abstain from discussion, decision-making and/or voting on the transaction or contract.

25. In performing Executive Committee member duties, not to accept or offer personal favours or gifts from or to any interest group, constituency, or BMDP staff.

TERMS OF REFERENCE

SUBCOMMITTEE

TERMS OF REFERENCE – AUDIT & GOVERNANCE COMMITTEE

The Audit Committee facilitates the external and internal audit of the BMDP for the Executive Committee to obtain independent information about the organisation's activities.

Composition

Chair:

- Shall be an Executive Committee member
- The Hon Treasurer shall not chair the Audit Committee concurrently
- Preferably with relevant finance/accountancy/audit qualification and/or experience

2 members

- May or may not be Executive Committee members
- May or may not be a BMDP member
- At least one should ideally be a Certified Public Accountant or with accountancy/ finance/ audit related experience

Roles and responsibilities

- To meet at least twice yearly
- Oversee the financial reporting, regulatory compliance and disclosure process, and monitor the choice of accounting policies and principles
- To review and recommend the appointment of external auditor for the Executive Committee's decision, and ensure that such appointments are in compliance with the relevant regulations and approved by the Sector

Administrator

- To review and accept the draft audited financial statements before the audited financial statements are submitted to the Executive Committee for approval
- To review the audit plans and reports of any external auditors, and consider the effectiveness of the actions taken by management on the auditors' recommendations
- To oversee the conduct of periodic internal checks on key processes to ensure compliance with the established procedures, and report to the Executive Committee on the findings and recommendations for improvements. If available and applicable, the Audit Committee may choose to engage the internal audit services provided by the Shared Services for Charities Limited or other similar service providers.
- To ensure that the BMDP has a risk management/business continuity plan in place and to report to the Executive Committee of any irregularities and concerns

TERMS OF REFERENCE – DONOR RECRUITMENT AND PUBLIC EDUCATION COMMITTEE

The Donor Recruitment and Public Education Committee (formerly known as Match for Life Committee) is one of the two sub-committees (the other being the Medical Committee) assigned by the Executive Committee to oversee and provide advice on the programmes and services of BMDP.

Composition

Chair:

- Shall be an Executive Committee member

2 members

- May or may not be Executive Committee members
- May or may not be a BMDP member

Roles and responsibilities

- To meet at least twice yearly
- To build the public image of the BMDP targeting volunteer donors, financial supporters, industry partners
- To review and advise on public outreach and education strategies in order to recruit more volunteer donors, e.g. Be A Match
- To review and provide counsel on on-going communications programme to maintain contact with the BMDP's donor database
- To advise on public and media relations

TERMS OF REFERENCE – MEDICAL COMMITTEE

The Medical Committee is one of the two sub-committees (the other being the Donor Recruitment and Public Education Committee) assigned by the Executive Committee to oversee and provide advice on the programmes and services of BMDP.

Composition

Chair:

- Shall be an Executive Committee member
- Preferably a practising medical professional or with relevant professional experience

2 – 3 members

- May or may not be Executive Committee members
- May or may not be a BMDP member
- Preferably includes representatives from transplant hospitals

Roles and responsibilities

- To meet bi-annually
- To act on a rotational basis to advise staff on day-to-day donors / patients' medical queries
- To convene and oversee a panel of local and international experts in the fields of stem cell therapy and transplantation to advise on future directions and roles of the BMDP

TERMS OF REFERENCE

SUBCOMMITTEE

TERMS OF REFERENCE – FUNDRAISING COMMITTEE

The Fundraising Committee oversees the BMDP's overall fundraising and, in particular, the fundraising done by the Executive Committee.

Composition

Chair:

- Shall be an Executive Committee member

2 – 3 members

- May or may not be Executive Committee members
- May or may not be a BMDP member

Roles and responsibilities

- To meet at least twice yearly
- To work with the relevant staff to establish a fundraising plan that incorporates the appropriate vehicles where applicable, such as special events, third-party commercial fundraisers, direct mailer etc.
 - To identify and solicit funds from external sources of support
 - To take the lead in certain types of outreach efforts, such as chairing a Gala dinner or hosting other fundraising events, and set up ad-hoc working committee/task force (e.g. Gala Dinner Working Committee) where necessary
- To take the lead in involving all Executive Committee members in fundraising
- To ensure ethical practices are in place, and the overall BMDP fundraising efforts are cost effective and in compliance with the relevant regulations and fundraising efficiency ratio

TERMS OF REFERENCE – NOMINATION COMMITTEE

The Nomination Committee assists in fulfilling the Executive Committee's responsibilities of nominating Executive Committee members and succession planning.

Composition

Chair:

- Shall be an Executive Committee member
- Ideally the President or Vice President

2 members

- Should be Executive Committee members
- Preferably with considerable length of service as Executive Members of the BMDP

Roles and responsibilities

- To meet at least twice yearly
- To review the composition of the Executive Committee annually to ensure that the Executive Committee has an appropriate balance of independent Executive Committee members, and to ensure an appropriate balance of expertise, skills, attributes and ability among the Executive Committee members
 - To identify potential Executive Committee member candidates and explores their interest and availability for Executive Committee service
 - To take the lead in succession planning
 - To nominate individuals to be elected as members of the Executive Committee, as well as nominate Executive Committee members for election as office-bearers
 - To review and recommend process and tools for evaluating the performance of the Executive Committee and sub-committees
 - To regularly monitor, review and ensure that the general affairs and operations of the BMDP are in compliance with applicable prevailing regulations and relevant governance requirements

TERMS OF REFERENCE – HUMAN RESOURCE COMMITTEE

The Human Resource Committee oversees and reviews the BMDP's human resource policies on recruitment, compensation and benefits as well as training and development, and make appropriate recommendations.

Composition

Chair:

- Shall be an Executive Committee member

2 – 3 members

- May or may not be Executive Committee members
- At least one should ideally have the relevant HR qualification and/or experience

Roles and responsibilities

- To meet at least twice yearly
- To ensure the Human Resource policies are fair and adequate to facilitate the retention and recruitment of talents, as well as ensure all HR policies are in compliance with the Employment Act
 - To review and provide an oversight on training and development, employee engagement, as well as the compensation and benefits package in accordance to the BMDP salary guidelines
 - To determine the organisation design (including the headcount) and support the President in the planning for the succession of the CEO and key personnel
 - To ensure that a fair and transparent performance review and appraisal system is in place for staff and any performance-related element in the remuneration package should be linked to fulfilling measurable and clearly defined targets in line with the charity's objectives
 - To review the recommendation of staff promotions, salary increments/adjustments and bonuses

TERMS OF REFERENCE – FINANCE COMMITTEE

The Finance Committee oversees the annual operating budget, financial performance and investment of the BMDP.

Composition

Chair:

- Hon Treasurer

2 members

- Shall be Executive Committee members
- Preferably to include the President and/or the Vice President

Roles and responsibilities

- To meet at least twice yearly
- To review the annual operating budget and ensure it is aligned with the BMDP's objects and plans, and recommend to the Executive Committee for approval
 - Review the audited financial accounts and recommend to the Executive Committee for approval
 - Oversee the management accounts on a quarterly basis
 - To ensure regular and accurate monitoring and accountability for funds and report to the Executive Committee on any financial irregularities and concerns
 - To review the financial standard operating procedures and policies, and ensure that purchases/procurement are made in accordance to such procedures/policy as well as within the approval annual operating budget
 - To ensure that any restricted funds, endowment funds and designated funds are set up solely for clear and justifiable needs
 - To review the BMDP's reserves policy and ensure that the management of reserves is in accordance to such policy
 - To review the BMDP's investment policy annually and update such policy where applicable, and oversee the investment of reserves

THE BONE MARROW DONOR PROGRAMME

(UEN No: S93SS0141J)

Statement by the Executive Committee and Financial Statements

Year Ended 31 December 2018

RSM Chio Lim LLP

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Business Advisors to Growing Businesses

THE BONE MARROW DONOR PROGRAMME

Statement by the Executive Committee and Financial Statements

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THE BONE MARROW DONOR PROGRAMME

Statement by the Executive Committee

In the opinion of the Executive Committee,

- (a) the accompanying financial statements are drawn up in accordance with the Societies Act, Chapter 311 (the "Societies Act") and the Charities Act, Chapter 37 and other relevant regulations (the Charities Act and Regulations), and the Singapore Financial Reporting Standards (SFRS), so as to present fairly, in all material respects, the state of affairs of The Bone Marrow Donor Programme (the "Society") as at 31 December 2018 and the results and cash flows of the Society for the reporting year ended.
- (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.

The Executive Committee approved and authorised these financial statements for issue.

On Behalf of the Executive Committee,



.....
Dr Lim Ziyi
President



.....
Abhijit Raha
Honorary Treasurer

6 JUL 2019

RSM Chio Lim LLP

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**Independent Auditor's Report to the Members of
THE BONE MARROW DONOR PROGRAMME**

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Report on the audit of the financial statements

Opinion

We have audited the accompanying financial statements of The Bone Marrow Donor Programme (the "Society"), which comprise the statement of financial position as at 31 December 2018, and the statement of financial activities and statement of cash flows for the reporting year then ended, and notes to the financial statements, including the significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Societies Act, Chapter 311 (the Act), the Charities Act, Chapter 37 and other relevant regulations (the Charities Act and Regulations) and the Singapore Financial Reporting Standards (SFRS) so as to present fairly, in all material respects, the state of affairs of the Society as at 31 December 2018 and the results, changes in funds and cash flows of the Society for the year ended on that date.

Basis for opinion

We conducted our audit in accordance with Singapore Standards on Auditing (SSAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the Accounting and Corporate Regulatory Authority (ACRA) Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities (ACRA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Singapore, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the ACRA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other information

Management is responsible for the other information. The other information comprises the statement by the executive committee and annual report but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independent Auditor's Report to the Members of THE BONE MARROW DONOR PROGRAMME

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Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the provisions of the Societies Act, the Charities Act and Regulations and SFRS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- (a) Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- (b) Obtain an understanding of internal control relevant to the audit 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 Society's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

**Independent Auditor's Report to the Members of
THE BONE MARROW DONOR PROGRAMME**

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Auditor's responsibilities for the audit of the financial statements (cont'd)

- (d) Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- (e) Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the Executive Committee with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Report on other legal and regulatory requirements

In our opinion:

- (a) the accounting and other records required by the Society have been properly kept in accordance with the provisions of the Societies Regulations enacted under the Societies Act, the Charities Act and Regulations; and
- (b) the fund-raising appeals held during the reporting year have been carried out in accordance with regulation 6 of the Societies Regulations issued under the Societies Act and proper accounts and other records have been kept of the fund-raising appeals.

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

- (a) the Society has not used the donation moneys in accordance with its objectives as required under regulation 11 of the Charities (Institutions of a Public Character) Regulations; and
- (b) the Society has not complied with the requirements of regulation 15 (Fund-raising expenses) of the Charities (Institutions of a Public Character) Regulations.

THE BONE MARROW DONOR PROGRAMME

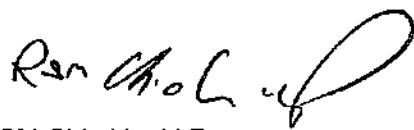
Independent Auditor's Report to the Members of THE BONE MARROW DONOR PROGRAMME

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Other matters

The financial statements for the reporting year ended 31 December 2017 were audited by other independent auditor whose report dated 19 April 2018 expressed an unqualified opinion on those financial statements.

The engagement partner on the audit resulting in this independent auditor's report is Woo E-Sah.



RSM Chio Lim LLP
Public Accountants and
Chartered Accountants
Singapore

6 June 2019

Effective from reporting year ended 31 December 2018

THE BONE MARROW DONOR PROGRAMME

Statement of Financial Activities Year Ended 31 December 2018

	<u>Note</u>	<u>Unrestricted funds</u> \$	<u>2018 Restricted funds</u> \$	<u>Total funds</u> \$	<u>2017 Total funds</u> \$
Incoming Resources:					
Fund-raising activities	4	13,384,554	–	13,384,554	13,728,012
Charitable activities	5	2,966,817	–	2,966,817	2,501,591
Other income	6	444,978	–	444,978	221,431
Total incoming resources		<u>16,796,349</u>	<u>–</u>	<u>16,796,349</u>	<u>16,451,034</u>
Resources Expended:					
Fund-raising activities	4	3,720,870	–	3,720,870	4,101,283
Charitable activities	5	5,031,881	–	5,031,881	5,489,432
Governance costs	7	31,639	–	31,639	79,394
Total resources expended		<u>8,784,390</u>	<u>–</u>	<u>8,784,390</u>	<u>9,670,109</u>
Surplus for the year		<u>8,011,959</u>	<u>–</u>	<u>8,011,959</u>	<u>6,780,925</u>
Reconciliation of funds:					
Total funds brought forward		24,228,402	56,700	24,285,102	17,504,177
Total funds carried forward		<u>32,240,361</u>	<u>56,700</u>	<u>32,297,061</u>	<u>24,285,102</u>

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

THE BONE MARROW DONOR PROGRAMME

Statement of Financial Position As at 31 December 2018

	<u>Notes</u>	<u>2018</u> \$	<u>2017</u> \$
ASSETS			
<u>Non-current assets</u>			
Plant and equipment	9	30,809	57,194
Total non-current assets		<u>30,809</u>	<u>57,194</u>
<u>Current assets</u>			
Trade and other receivables	10	848,842	730,817
Other assets	11	80,625	22,252
Cash and cash equivalents	12	32,504,554	25,302,666
Total current assets		<u>33,434,021</u>	<u>26,055,735</u>
Total assets		<u>33,464,830</u>	<u>26,112,929</u>
FUNDS AND LIABILITIES			
<u>Unrestricted funds</u>			
General Fund	13	31,663,301	23,450,035
Needy Patient Fund	13	577,060	778,367
Total unrestricted funds		<u>32,240,361</u>	<u>24,228,402</u>
<u>Restricted funds</u>			
Care and Share matching grant	13	—	—
Fidelity UK Foundation	13	56,700	56,700
Total restricted funds		<u>56,700</u>	<u>56,700</u>
Total funds		<u>32,297,061</u>	<u>24,285,102</u>
<u>Current liabilities</u>			
Trade and other payables	14	1,167,769	1,827,827
Total liabilities		<u>1,167,769</u>	<u>1,827,827</u>
Total funds and liabilities		<u>33,464,830</u>	<u>26,112,929</u>

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

THE BONE MARROW DONOR PROGRAMME

Statement of Cash Flows Year Ended 31 December 2018

	<u>2018</u> \$	<u>2017</u> \$
<u>Cash flows from operating activities</u>		
Surplus for the year	8,011,959	6,780,925
Adjustments for:		
Depreciation of plant and equipment	27,043	35,730
Interest income	(354,576)	(191,567)
Plant and equipment written off	23,507	—
Operating surplus before changes in working capital	<u>7,707,933</u>	<u>6,625,088</u>
Trade and other receivables	(26,428)	174,103
Other assets	(58,373)	14,379
Trade and other payables	(660,058)	921,900
Net cash flows from operating activities	<u>6,963,074</u>	<u>7,735,470</u>
<u>Cash flows from investing activities</u>		
Purchase of plant and equipment	(24,165)	(37,496)
Interest received	262,979	127,398
Net cash flows from investing activities	<u>238,814</u>	<u>89,902</u>
Net increase in cash and cash equivalents	7,201,888	7,825,372
Cash and cash equivalents, beginning balance	25,302,666	17,477,294
Cash and cash equivalents, ending balance (Note 12)	<u>32,504,554</u>	<u>25,302,666</u>

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

THE BONE MARROW DONOR PROGRAMME

Notes to the Financial Statements 31 December 2018

1. General

The Bone Marrow Donor Programme (the "Society") is a society registered in the Republic of Singapore under the Societies Act, Cap. 311. It was granted the status of an Institutions of a Public Character under the Charities Act, Chapter 37 from the period from 1 July 2018 to 30 June 2019 subject to renewal. The financial statements are presented in Singapore dollars.

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

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 a register of volunteer bone marrow donors in Singapore. In addition, the Society provides a service to the hospitals to search the registers to match the donors to their patients and to facilitate the transfer of blood stem cells from donor to patient.

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

Statement of compliance with financial reporting standards

These financial statements have been prepared in accordance with the Singapore Financial Reporting Standards ("SFRSs") and the related interpretations to SFRS ("INT SFRS") as issued by the Singapore Accounting Standards Council.

Accounting convention

The financial statements are prepared on a going concern basis under the historical cost convention except where a financial reporting standard requires an alternative treatment (such as fair values) as disclosed where appropriate in these financial statements. The accounting policies in the financial reporting standards may not be applied when the effect of applying them is not material. The disclosures required by financial reporting standards may not be provided if the information resulting from that disclosure is not material.

Basis of preparation of the financial statements

The preparation of financial statements in conformity with generally accepted accounting principles requires the management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting year. Actual results could differ from those estimates. The estimates and assumptions are reviewed on an ongoing basis. Apart from those involving estimations, management has made judgements in the process of applying the entity's accounting policies. The areas requiring management's most difficult, subjective or complex judgements, or areas where assumptions and estimates are significant to the financial statements, are disclosed at the end of this footnote, where applicable.

THE BONE MARROW DONOR PROGRAMME

2. Significant accounting policies and other explanatory information

2A. Significant accounting policies

Revenue recognition

The financial reporting standard on revenue from contracts with customers establishes a five-step model to account for revenue arising from contracts with customers. Revenue is recognised at an amount that reflects the consideration to which the entity expects to be entitled in exchange for transferring goods or services to a customer (which excludes estimates of variable consideration that are subject to constraints, such as right of return exists, trade discounts, volume rebates and changes to the transaction price arising from modifications), net of any related sales taxes and excluding any amounts collected on behalf of third parties. An asset (goods or services) is transferred when or as the customer obtains control of that asset. As a practical expedient the effects of any significant financing component is not adjusted if the payment for the good or service will be within one year.

(i) Donations

Revenue from donations are accounted for when received, except for committed donations that are recorded when there is certainty over the amount committed by the donors and over the timing of the receipt of the donations. Revenue from fundraising event is recognised when the event has occurred.

(ii) Rendering of services

Revenue from rendering of services, which includes confirmatory testing are recognised when the services are rendered and accepted by the patients.

(iii) Interest income

Interest revenue is recognised on a time-proportion basis using the effective interest rate.

(iv) Government grant

Government grants are recognised at fair value when there is reasonable assurance that the conditions attaching to them will be complied with and that the grants will be received. Grants in recognition of specific expenses are recognised in profit or loss on a systematic basis over the periods necessary to match them with the related costs that they are intended to compensate. The grant related to assets is presented in the statement of financial position by recognising the grant as deferred income that is recognised in profit or loss on a systematic basis over the useful life of the asset and in the proportions in which depreciation expense on those assets is recognised.

THE BONE MARROW DONOR PROGRAMME

2. Significant accounting policies and other explanatory information (cont'd)

2A. Significant accounting policies (cont'd)

Expenditure recognition

All expenditure are accounted for on accrual basis, aggregated under the respective areas. Direct costs are attributed to the activity where possible. Where costs are not wholly attributable to an activity, they are apportioned on a basis consistent with the use of resources.

(i) **Costs that are generating funds from fund-raising activities**

Costs that are directly attributable to the fund-raising activities are separated from those costs incurred in undertaking charitable activities.

(ii) **Cost of charitable activities**

Cost of charitable activities comprises all costs incurred in the pursuit of the charitable objects of the Society. The total costs of charitable expenditure are apportionment of overhead and shared costs.

(iii) **Governance and administrative costs**

Governance costs include the costs of governance arrangement, which relate to the general running of the Society, providing governance infrastructure and ensuring public accountability. These costs include costs related to constitutional and statutory requirements and an apportionment of overhead and shared costs.

Gifts in kind

A gift-in-kind (if any) is included in the statement of financial activities based on an estimate of the fair value at the date of the receipt of the gift of the non-monetary asset or the grant of a right to the monetary asset. The gift is recognised if the amount of the gift can be measured reliably and there is no uncertainty that it will be received. No value is ascribed to volunteer services.

Employee benefits

Contributions to a defined contribution retirement benefit plan are recorded as an expense as they fall due. The entity's legal or constructive obligation is limited to the amount that it is obligated to contribute to an independently administered fund (such as the Central Provident Fund in Singapore, a government managed defined contribution retirement benefit plan). For employee leave entitlement the expected cost of short-term employee benefits in the form of compensated absences is recognised in the case of accumulating compensated absences, when the employees render service that increases their entitlement to future compensated absences; and in the case of non-accumulating compensated absences, when the absences occur. A liability for bonuses is recognised where the entity is contractually obliged or where there is constructive obligation based on past practice.

Income tax

As an approved charity under the Charities Act, Cap. 37, the Society is exempted from income tax under Section 13(1)(zm) of the Income Tax Act, Cap 134.

THE BONE MARROW DONOR PROGRAMME

2. Significant accounting policies and other explanatory information (cont'd)

2A. Significant accounting policies (cont'd)

Foreign currency transactions

The functional currency is the Singapore dollar as it reflects the primary economic environment in which the entity operates. Transactions in foreign currencies are recorded in the functional currency at the rates ruling at the dates of the transactions. At each end of the reporting year, recorded monetary balances and balances measured at fair value that are denominated in non-functional currencies are reported at the rates ruling at the end of the reporting year and fair value measurement dates respectively. All realised and unrealised exchange adjustment gains and losses are dealt with in profit or loss except when a gain or loss on a non-monetary item is recognised in other comprehensive income, any exchange component of that gain or loss is recognised in other comprehensive income. The presentation is in the functional currency.

Plant and equipment

Plant and equipment are carried at cost on initial recognition and after initial recognition at cost less any accumulated depreciation and any accumulated impairment losses. Depreciation is provided on a straight-line method to allocate the gross carrying amounts of the assets less their residual values over their estimated useful lives of each part of an item of these assets. The annual rates of depreciation are as follows:

Computers, furniture and fittings	- 33%
Website development	- 33%
Renovation	- 33%

An asset is depreciated when it is available for use until it is derecognised even if during that period the item is idle. Fully depreciated assets still in use are retained in the financial statements.

The gain or loss arising from the derecognition of an item of property, plant and equipment is recognised in profit or loss. The residual value and the useful life of an asset is reviewed at least at each end of the reporting year and, if expectations differ significantly from previous estimates, the changes are accounted for as a change in an accounting estimate, and the depreciation charge for the current and future periods are adjusted.

Cost also includes acquisition cost, borrowing cost capitalised and any cost directly attributable to bringing the asset or component to the location and condition necessary for it to be capable of operating in the manner intended by management. Subsequent costs are recognised as an asset only when it is probable that future economic benefits associated with the item will flow to the entity and the cost of the item can be measured reliably. All other repairs and maintenance are charged to profit or loss when they are incurred.

Leases

Leases where the lessor effectively retains substantially all the risks and benefits of ownership of the leased assets are classified as operating leases. For operating leases, lease payments are recognised as an expense in profit or loss on a straight-line basis over the term of the relevant lease unless another systematic basis is representative of the time pattern of the user's benefit, even if the payments are not on that basis. Lease incentives received are recognised in profit or loss as an integral part of the total lease expense.

THE BONE MARROW DONOR PROGRAMME

2. Significant accounting policies and other explanatory information (cont'd)

2A. Significant accounting policies (cont'd)

Impairment of non-financial assets

Irrespective of whether there is any indication of impairment, an annual impairment test is performed at about the same time every year on an intangible asset with an indefinite useful life or an intangible asset not yet available for use. The carrying amount of other non-financial assets is reviewed at each end of the reporting year for indications of impairment and where an asset is impaired, it is written down through profit or loss to its estimated recoverable amount. The impairment loss is the excess of the carrying amount over the recoverable amount and is recognised in profit or loss unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease. The recoverable amount of an asset or a cash-generating unit is the higher of its fair value less costs of disposal and its value in use. When the fair value less costs of disposal method is used, any available recent market transactions are taken into consideration. When the value in use method is adopted, in assessing the value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash-generating units). At each end of the reporting year non-financial assets other than goodwill with impairment loss recognised in prior periods are assessed for possible reversal of the impairment. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been measured, net of depreciation or amortisation, if no impairment loss had been recognised.

Financial instruments

Recognition and derecognition of financial instruments:

A financial asset or a financial liability is recognised in the statement of financial position when, and only when, the entity becomes party to the contractual provisions of the instrument. All other financial instruments (including regular-way purchases and sales of financial assets) are recognised and derecognised, as applicable, using trade date accounting or settlement date accounting. A financial asset is derecognised when the contractual rights to the cash flows from the financial asset expire or it transfers the rights to receive the contractual cash flows in a transaction in which substantially all of the risks and rewards of ownership of the financial asset are transferred or in which the entity neither transfers nor retains substantially all of the risks and rewards of ownership and it does not retain control of the financial asset. A financial liability is removed from the statement of financial position when, and only when, it is extinguished, that is, when the obligation specified in the contract is discharged or cancelled or expires. At initial recognition the financial asset or financial liability is measured at its fair value plus or minus, in the case of a financial asset or financial liability not at fair value through profit or loss, transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

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2. Significant accounting policies and other explanatory information (cont'd)

2A. Significant accounting policies (cont'd)

Financial instruments (cont'd)

Classification and measurement of financial assets:

- #1.** Financial asset classified as measured at amortised cost: A financial asset is measured at amortised cost if it meets both of the following conditions and is not designated as at fair value through profit or loss (FVTPL), that is (a) the asset is held within a business model whose objective is to hold assets to collect contractual cash flows; and (b) the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding. Typically trade and other receivables, bank and cash balances are classified in this category.
- #2.** Financial asset that is a debt asset instrument classified as measured at fair value through other comprehensive income (FVTOCI): There were no financial assets classified in this category at reporting year end date.
- #3.** Financial asset that is an equity investment measured at fair value through other comprehensive income (FVTOCI): There were no financial assets classified in this category at reporting year end date.
- #4.** Financial asset classified as measured at fair value through profit or loss (FVTPL): There were no financial assets classified in this category at reporting year end date.

Classification and measurement of financial liabilities:

Financial liabilities are classified as at fair value through profit or loss (FVTPL) in either of the following circumstances: (1) the liabilities are managed, evaluated and reported internally on a fair value basis; or (2) the designation eliminates or significantly reduces an accounting mismatch that would otherwise arise. All other financial liabilities are carried at amortised cost using the effective interest method. Reclassification of any financial liability is not permitted.

Cash and cash equivalents

Cash and cash equivalents include bank and cash balances, on demand deposits and any highly liquid debt instruments purchased with an original maturity of three months or less. For the statement of cash flows the item includes cash and cash equivalents less cash subject to restriction and bank overdrafts payable on demand that form an integral part of cash management.

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2. Significant accounting policies and other explanatory information (cont'd)

2A. Significant accounting policies (cont'd)

Fair value measurement

The fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. When measuring the fair value of an asset or a liability, market observable data to the extent possible is used. If the fair value of an asset or a liability is not directly observable, an estimate is made using valuation techniques that maximise the use of relevant observable inputs and minimise the use of unobservable inputs (eg by use of the market comparable approach that reflects recent transaction prices for similar items, discounted cash flow analysis, or option pricing models refined to reflect the issuer's specific circumstances). Inputs used are consistent with the characteristics of the asset / liability that market participants would take into account. The entity's intention to hold an asset or to settle or otherwise fulfil a liability is not taken into account as relevant when measuring fair value.

Fair values are categorised into different levels in a fair value hierarchy based on the degree to which the inputs to the measurement are observable and the significance of the inputs to the fair value measurement in its entirety: Level 1 fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities. Level 2 fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (ie as prices) or indirectly (ie derived from prices). Level 3 fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs). Transfers between levels of the fair value hierarchy are recognised at the end of the reporting period during which the change occurred.

The carrying values of current financial instruments approximate their fair values due to the short-term maturity of these instruments and the disclosures of fair value are not made when the carrying amount of current financial instruments is a reasonable approximation of the fair value. The fair values of non-current financial instruments may not be disclosed separately unless there are significant differences at the end of the reporting year and in the event the fair values are disclosed in the relevant notes to the financial statements.

2B. Other explanatory information

Provisions

A liability or provision is recognised when there is a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. A provision is made using best estimates of the amount required in settlement and where the effect of the time value of money is material, the amount recognised is the present value of the expenditures expected to be required to settle the obligation using a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to passage of time is recognised as interest expense. Changes in estimates are reflected in profit or loss in the reporting year they occur.

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2. Significant accounting policies and other explanatory information (cont'd)

2B. Other explanatory information (cont'd)

Funds

All income and expenditures are reflected in the statement of financial activities. Income and expenditures specifically relating to any of the funds separately set up by the Society are allocated subsequently to those funds. Fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds allocated to specific purposes, if any, by action of the management. Externally restricted funds may only be utilised in accordance with the purposes established by the source of such funds or through the terms of an appeal and are in contrast with unrestricted funds over which management retains full control to use in achieving any of its institutional purposes. An expense resulting from the operating activities of a fund that is directly attributable to the fund is charged to that fund. Common expenses if any are allocated on a reasonable basis to the funds based on a method most suitable to that common expense unless impractical to do so. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

2C. Critical judgements, assumptions and estimation uncertainties

The critical judgements made in the process of applying the accounting policies that have the most significant effect on the amounts recognised in the financial statements and the key assumptions concerning the future, and other key sources of estimation uncertainty at the end of the reporting year, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities currently or within the next reporting year are discussed below. These estimates and assumptions are periodically monitored to ensure they incorporate all relevant information available at the date when financial statements are prepared. However, this does not prevent actual figures differing from estimates.

Allowance for trade receivables:

The trade receivables are subject to the expected credit loss model under the financial reporting standard on financial instruments. The expected lifetime losses are recognised from initial recognition of these assets. These assets are grouped based on shared credit risk characteristics and the days past due for measuring the expected credit losses. The allowance matrix is based on its historical observed default rates (over a period of certain months) over the expected life of the trade receivables and is adjusted for forward-looking estimates. At every reporting date the historical observed default rates are updated and changes in the forward-looking estimates are analysed. The loss allowance was determined accordingly. The carrying amounts might change materially within the next reporting year but these changes may not arise from assumptions or other sources of estimation uncertainty at the end of the reporting year. The carrying amount is disclosed in the note on trade and other receivables.

3. Related party relationships and transactions

The financial reporting standard on related party disclosures requires the reporting entity to disclose: (a) transactions with its related parties; and (b) relationships between parents and subsidiaries irrespective of whether there have been transactions between those related parties. A party is related to a party if the party controls, or is controlled by, or can significantly influence or is significantly influenced by the other party.

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3. Related party relationships and transactions (cont'd)

A related party includes the 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; members of the key management personnel or close members of the family of any individual 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) and the direct reporting senior members

All members of the Executive Committee, sub-committees 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 and relationships that could potentially result in a conflict of interests. When a conflict of interest situation arises, the members or staff shall abstain from participating in the discussion, decision making and voting on the matter.

The members of the Executive Committee and sub-committees are volunteers and receive no monetary remuneration for their contribution, except for reimbursement of out-of-pocket expenses, if any claimed.

There are no paid staff who are close members of the family of the Executive Committee, and whose remuneration each exceeds \$50,000 during the year.

3A. Key management compensation:

	<u>2018</u>	<u>2017</u>
	\$	\$
Salaries and other short-term employee benefits	360,238	334,588
Number of key management personnel	<u>3</u>	<u>2</u>

The above amounts are included under employee benefits expense.

Key management personnel comprise the Chief Executive Officer and the direct reporting senior members.

The annual remuneration (comprising basic salary, bonuses, allowances and employer's contributions to Central Provident Fund) of the key management personnel classified by remuneration bands are as follows:

	<u>2018</u>	<u>2017</u>
Below \$100,000	1	–
\$100,001 - \$150,000	1	1
\$150,001 - \$200,000	1	–
\$200,001 - \$250,000	<u>–</u>	<u>1</u>

One of the member of the Executive Committee, through his medical appointment with Parkway Cancer Centre, had an interest in the medical services such as transplant procedures undertaken for Society's donors and patients. During the financial year, Parkway Cancer Centre provided services of \$408,129 (2017: \$217,630) to the Society.

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4. Fund-raising activities

Incoming resources from fund-raising activities:

	<u>2018</u>	<u>2017</u>
	\$	\$
Direct Debit / Donation Forms	13,119,948	12,790,880
Online, Corporate and Individual Donations	264,606	390,592
Charity Gala Dinner income	—	546,540
Total	<u>13,384,554</u>	<u>13,728,012</u>

Income from fund-raising activities is recognised based on a point in time.

Expenditure for fund-raising activities:

	<u>2018</u>	<u>2017</u>
	\$	\$
<u>Costs of generating funds</u>		
Salesworks' commission	2,446,615	2,793,594
Salesworks' charges from credit cards	247,628	232,574
Salesworks' incentive scheme	25,938	—
Donor database management	990,093	952,519
Donor drive expense	4,477	8,118
Online donation bank charges	6,119	10,123
Subtotal	<u>3,720,870</u>	<u>3,996,928</u>
<u>Fundraising trading</u>		
Charity Gala dinner	—	104,355
Subtotal	<u>—</u>	<u>104,355</u>
Total	<u>3,720,870</u>	<u>4,101,283</u>

In accordance with the Charities (Institutions of a Public Character) Regulations, the Society is required to disclose fund-raising appeals with gross receipts of more than \$1 million.

	<u>Income for</u>	<u>Fund generating</u>	<u>Net fund</u>
	<u>general fund</u>	<u>expenses for</u>	<u>generating</u>
	\$	\$	\$
<u>2018</u>			
Direct Debit / Donation Forms	<u>13,119,948</u>	<u>2,720,181</u>	<u>10,933,676</u>
<u>2017</u>			
Direct Debit / Donation Forms	<u>12,790,880</u>	<u>3,026,168</u>	<u>9,764,712</u>

THE BONE MARROW DONOR PROGRAMME

5. Charitable activities

Incoming resources from charitable activities:

	<u>2018</u>	<u>2017</u>
	\$	\$
Grants from government related agencies	355,932	94,817
Confirmatory testing (CT)	530,125	429,961
Marrow procurement (MP)	2,282,067	2,047,394
Subsidy for CT and MP	(201,307)	(70,581)
Total	<u>2,966,817</u>	<u>2,501,591</u>

Incoming resources from charitable activities is recognised based on a point in time.

Expenditure for charitable activities:

	<u>2018</u>	<u>2017</u>
	\$	\$
Allowance for impairment of trade receivables (Note 10)	–	33,800
Bad debts written off	49,899	–
Bone marrow procurement costs	1,238,283	1,519,238
Confirmatory testing costs	337,420	227,170
Depreciation (Note 9)	27,043	35,730
Donor recruitment and public education expenses	126,422	663,429
Plant and equipment written off	23,507	–
Tissue typing cost	796,000	914,446
Subtotal	<u>2,598,574</u>	<u>3,393,813</u>
<u>Employee benefits expense</u>		
Salaries and related costs	1,741,841	1,412,481
Contributions to defined contribution plan	234,314	194,348
Other benefits	52,564	40,813
Subtotal	<u>2,028,719</u>	<u>1,647,642</u>
Others	<u>404,588</u>	<u>447,977</u>
Grand total	<u>5,031,881</u>	<u>5,489,432</u>

6. Other income

	<u>2018</u>	<u>2017</u>
	\$	\$
Allowance for impairment on trade receivables – reversal (Note 10)	31,500	–
Fixed deposit interest income	354,576	191,567
Government grants	40,414	29,864
Others	18,488	–
Total	<u>444,978</u>	<u>221,431</u>

THE BONE MARROW DONOR PROGRAMME

7. Governance costs

	<u>2018</u>	<u>2017</u>
	\$	\$
Auditors' remuneration	31,639	46,900
Professional fees	—	32,494
Total	<u>31,639</u>	<u>79,394</u>

8. Tax exempt receipts

The Society enjoys a concessionary tax treatment whereby qualifying donors are granted 2.5 times tax deduction for the donations made to the Society. The Institutions of a Public Character status granted to the Society for donations is for the period from 1 July 2018 to 30 June 2019 subject to renewal.

	<u>2018</u>	<u>2017</u>
	\$	\$
Tax-exempt receipts	12,918,927	13,515,058
Non tax-exempt receipts	465,627	212,954
Total incoming resources from fund-raising activities (Note 4)	<u>13,384,554</u>	<u>13,728,012</u>

9. Plant and equipment

	<u>Computers, furniture and fittings</u>	<u>Website development</u>	<u>Renovation</u>	<u>Total</u>
	\$	\$	\$	\$
<u>Cost:</u>				
At 1 January 2017	97,165	149,319	181,901	428,385
Additions	22,776	—	14,720	37,496
At 31 December 2017	119,941	149,319	196,621	465,881
Additions	14,400	—	9,765	24,165
Disposals	(40,849)	(149,319)	(177,481)	(367,649)
At 31 December 2018	<u>93,492</u>	<u>—</u>	<u>28,905</u>	<u>122,397</u>
<u>Accumulated depreciation:</u>				
At 1 January 2017	70,157	123,721	179,079	372,957
Depreciation for the year	21,311	9,035	5,384	35,730
At 31 December 2017	91,468	132,756	184,463	408,687
Depreciation for the year	17,550	—	9,493	27,043
Disposals	(33,905)	(132,756)	(177,481)	(344,142)
At 31 December 2018	<u>75,113</u>	<u>—</u>	<u>16,475</u>	<u>91,588</u>
<u>Net book value:</u>				
At 1 January 2017	27,008	25,598	2,822	55,428
At 31 December 2017	<u>28,473</u>	<u>16,563</u>	<u>12,158</u>	<u>57,194</u>
At 31 December 2018	<u>18,379</u>	<u>—</u>	<u>12,430</u>	<u>30,809</u>

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10. Trade and other receivables

	<u>2018</u> \$	<u>2017</u> \$
<u>Trade receivables</u>		
Outside parties	332,976	374,496
Less: allowance for impairment	–	(33,800)
Subtotal	<u>332,976</u>	<u>340,696</u>
<u>Other receivables</u>		
Grant receivables	289,973	290,879
Interest receivables	187,401	95,804
Other receivables	38,492	3,438
Subtotal	<u>515,866</u>	<u>390,121</u>
Total trade and other receivables	<u>848,842</u>	<u>730,817</u>

Movement in above allowance:

	<u>2018</u> \$	<u>2017</u> \$
At beginning of the year	33,800	–
(Reversed) / Charged for trade receivables to statement of financial activities included in other income / costs of charitable activities (Notes 5 and 6)	(31,500)	33,800
Used	<u>(2,300)</u>	<u>–</u>
At end of the year	<u>–</u>	<u>33,800</u>

The trade receivables are subject to the expected credit loss model under the financial reporting standard on financial instruments. The methodology applied for impairment loss is the simplified approach to measuring expected credit losses (ECL) which uses a lifetime expected loss allowance for all trade receivables. The expected lifetime losses are recognised from initial recognition of these assets. These assets are grouped based on shared credit risk characteristics and the days past due for measuring the expected credit losses. At every reporting date the historical observed default rates are updated and changes in the forward-looking estimates are analysed. No allowance matrix is deemed necessary for the Society.

Ageing analysis of the age of trade receivable amounts that are past due as at the end of reporting year but not impaired:

	<u>2018</u> \$	<u>2017</u> \$
<u>Trade receivables:</u>		
31 to 60 days	160,710	150,700
61 to 90 days	2,020	47,590
Over 90 days	33,050	17,123
Total	<u>198,080</u>	<u>215,413</u>

The amounts are written off when there are indications that there is no reasonable expectation of recovery or the failure of a debtor to make contractual payments over an extended period.

Trade receivables that are individually determined to be impaired at the end of the reporting period relate to debtors that are in significant financial difficulties and have defaulted on payments. Based on the existing model, receivables from patients can be offsetted against assistance fund available. As such, the default rates are reduced to minimal or zero which no loss on allowances is necessary as at the end of the reporting year.

There are no collateral held as security and other credit enhancements for the trade receivables.

THE BONE MARROW DONOR PROGRAMME

10. Trade and other receivables (cont'd)

The other receivables at amortised cost shown above are subject to the expected credit loss model under the financial reporting standard on financial instruments. The other receivables at amortised cost and which can be graded as low risk individually are considered to have low credit risk. No loss allowance is necessary.

Concentration of trade receivables as at the end of reporting year:

	<u>2018</u>	<u>2017</u>
	\$	\$
Top 1	90,536	115,868
Top 2	165,256	156,968
Top 3	<u>223,256</u>	<u>192,268</u>

11. Other assets

	<u>2018</u>	<u>2017</u>
	\$	\$
Deposits to secure services	11,988	13,038
Prepayments	<u>68,637</u>	<u>9,214</u>
	<u>80,625</u>	<u>22,252</u>

12. Cash and cash equivalents

	<u>2018</u>	<u>2017</u>
	\$	\$
Cash and bank balances	2,504,554	6,302,666
Fixed deposits with financial institutions	<u>30,000,000</u>	<u>19,000,000</u>
	<u>32,504,554</u>	<u>25,302,666</u>
Interest earnings balances	<u>30,000,000</u>	<u>19,000,000</u>

Cash at banks earns interest at floating rates based on daily bank deposit rates.

The fixed deposits earn interest at rates ranging from 1.05% to 1.87% (2017: 0.67% to 1.45%) per annum. Interest rates reprice at intervals of twelve months (2017: three to six months).

THE BONE MARROW DONOR PROGRAMME

13. Fund account transactions and balances

Unrestricted Funds	2018			2017		
	General Fund	Needy Patient Fund	Total	General Fund	Needy Patient Fund	Total
	\$	\$		\$	\$	\$
Incoming Resources:						
Fund-raising activities	13,384,554	–	13,384,554	13,728,012	–	13,728,012
Charitable activities	2,966,817	–	2,966,817	2,501,591	–	2,501,591
Other income	444,978	–	444,978	221,431	–	221,431
Total incoming resources	16,796,349	–	16,796,349	16,451,034	–	16,451,034
Resources Expended:						
Fund-raising activities	3,720,870	–	3,720,870	4,101,283	–	4,101,283
Charitable activities	4,830,574	201,307	5,031,881	5,418,851	70,581	5,489,432
Governance costs	31,639	–	31,639	79,394	–	79,394
Total resources expended	8,583,083	201,307	8,784,390	9,599,528	70,581	9,670,109
Surplus / (Deficit) for the year	8,213,266	(201,307)	8,011,959	6,851,506	(70,581)	6,780,925
Fund transfer	–	–	–	(146,610)	146,610	–
Reconciliation of funds:						
Total funds brought forward	23,450,035	778,367	24,228,402	16,745,139	702,338	17,447,477
Total funds carried forward	31,663,301	577,060	32,240,361	23,450,035	778,367	24,228,402

Statement of financial activities is not presented in columnar form for restricted funds as there are no movements in the incoming resources / resources expended in 2018 and 2017.

THE BONE MARROW DONOR PROGRAMME

13. Fund account transactions and balances (cont'd)

	Unrestricted Funds		Restricted Funds		Total
	General Fund	Needy Patient Fund	Care & Share Matching Grant	Fidelity UK Foundation	
2018	\$	\$	\$	\$	\$
<u>Non-current assets</u>					
Plant and equipment	30,809	—	—	—	30,809
Total non-current assets	30,809	—	—	—	30,809
<u>Current assets</u>					
Trade and other receivables	558,869	—	289,973	—	848,842
Other assets	80,625	—	—	—	80,625
Interfund balances	289,973	—	—	—	289,973
Cash and cash equivalents	31,870,794	577,060	—	56,700	32,504,554
Total current assets	32,800,261	577,060	289,973	56,700	33,723,994
Total assets	32,831,070	577,060	289,973	56,700	33,754,803
<u>Current liabilities</u>					
Trade and other payables	1,167,769	—	—	—	1,167,769
Interfund balances	—	—	289,973	—	289,973
Total liabilities	1,167,769	—	289,973	—	1,457,742
Net asset	31,663,301	577,060	—	56,700	32,297,061

THE BONE MARROW DONOR PROGRAMME

13. Fund account transactions and balances (cont'd)

	Unrestricted Funds		Restricted Funds		Total
	General Fund	Needy Patient Fund	Care & Share Matching Grant	Fidelity UK Foundation	
2017	\$	\$	\$	\$	\$
<u>Non-current assets</u>					
Plant and equipment	57,194	—	—	—	57,194
Total non-current assets	57,194	—	—	—	57,194
<u>Current assets</u>					
Trade and other receivables	440,844	—	289,973	—	730,817
Other assets	22,252	—	—	—	22,252
Interfund balances	289,973	—	—	—	289,973
Cash and cash equivalents	24,467,599	778,367	—	56,700	25,302,666
Total current assets	25,220,668	778,367	289,973	56,700	26,345,708
Total assets	25,277,862	778,367	289,973	56,700	26,402,902
<u>Current liabilities</u>					
Trade and other payables	1,827,827	—	—	—	1,827,827
Interfund balances	—	—	289,973	—	289,973
Total liabilities	1,827,827	—	289,973	—	2,117,800
Net asset	23,450,035	778,367	—	56,700	24,285,102

THE BONE MARROW DONOR PROGRAMME

13. Fund account transactions and balances (cont'd)

- (i) General Fund - This fund is expendable at the discretion of the Society's executive member for the furtherance of the Society's key objective.
- (ii) Needy patient fund – This fund is solely for patients in need of medical and transplant treatment, depending on the types of ward in the hospital. Singapore and Permanent Residents patients are subsidised at a percentage of the medical cost for confirmatory typing and marrow procurement for the first trial.
- (iii) Fidelity UK Foundation – The objective of this fund is to support BMDP to develop a recruitment and communication platform.
- (iv) Care & Share Matching Grant – The Care & Share matching grant is disbursed by the Ministry of Social and Family Development for developing the Society's social services and programme for all the beneficiaries. This grant is capped at \$2,900,000 for the Society. As of reporting date, the Society had received \$675,000, and further grant disbursement will be received upon submission to the Care & Share Matching Grant usage reports in 2018. The difference of \$289,973, amount received \$675,000 less Care & Share's expenditure \$964,973, was included as grant receivables under Note 10 to the financial statements.

14. Trade and other payables

	<u>2018</u> \$	<u>2017</u> \$
<u>Trade payables</u>		
Advances from patients	157,080	120,992
Outside parties	<u>429,344</u>	<u>524,620</u>
Subtotal	<u>586,424</u>	<u>645,612</u>
<u>Other payables</u>		
Accrued liabilities	414,354	1,070,861
Provision for bonus	<u>166,991</u>	<u>111,354</u>
Subtotal	<u>581,345</u>	<u>1,182,215</u>
Total trade and other payables	<u>1,167,769</u>	<u>1,827,827</u>

15. Contingent liabilities

	<u>2018</u> \$	<u>2017</u> \$
Letter of guarantees	<u>505,000</u>	<u>76,000</u>

This relates to letters of guarantees for the benefits of volunteer donors. These guarantees are provided to the hospital to cover all medical expenses arising from medical consultation, investigation costs, and treatment on stem cells or marrow donations. As at the date of this report, there has been no claims against these guarantees.

THE BONE MARROW DONOR PROGRAMME

16. Operating lease payment commitments – as lessee

At the end of the reporting year the total of future minimum lease payment commitments under non-cancellable operating leases are as follows:.

	<u>2018</u> \$	<u>2017</u> \$
Not later than one year	55,348	65,943
Later than one year and not later than five years	<u>–</u>	<u>54,952</u>
Rental expense for the year	<u>66,417</u>	<u>66,061</u>

Operating lease payments are for rental payable for office premise. The lease rental term is negotiated for an average term of three years and rental is subject to an escalation clause but the amount of the rent increase is not to exceed a certain percentage.

17. Reserve policy

The primary objective of the Society's reserves management policy is to ensure that it maintains strong and healthy fund ratios in order to support its operations and potential initiatives.

The Society targets to maintain an optimum level of accumulated fund. This excludes designated fund and restricted funds. The Society regularly reviews and manages its reserves to ensure optimal fund structure, taking into consideration the future fund requirements of the Society and fund efficiency, projected income and operating cash flows.

The Society is not subject to externally imposed fund requirements.

There were no changes to the Society's approach to reserves management during the year.

	<u>2018</u> \$	<u>2017</u> \$
<u>Unrestricted fund</u>		
General fund	<u>31,663,301</u>	<u>23,450,035</u>
<u>Operating expenditures</u>		
Charitable activities	4,830,574	5,418,851
Governance costs	<u>31,639</u>	<u>79,394</u>
	<u>4,862,213</u>	<u>5,498,245</u>
Number of years of reserves to annual operating expenditures	<u>6.5</u>	<u>4.3</u>

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18. Financial instruments: information on financial risks

18A. Categories of financial assets and liabilities

The following table categories the carrying amount of financial assets and liabilities recorded at the end of the reporting year:

	<u>2018</u>	<u>2017</u>
	\$	\$
<u>Financial assets:</u>		
Financial assets at amortised cost	33,353,396	26,033,483
At end of the year	<u>33,353,396</u>	<u>26,033,483</u>
<u>Financial liabilities:</u>		
Financial liabilities at amortised cost	1,167,769	1,827,827
At end of the year	<u>1,167,769</u>	<u>1,827,827</u>

Further quantitative disclosures are included throughout these financial statements.

18B. Financial risk management

The main purpose for holding or issuing financial instruments is to raise and manage the finances for the entity's operating, investing and financing activities. There are exposures to the financial risks on the financial instruments such as credit risk, liquidity risk and market risk comprising interest rate, currency risk and price risk exposures. The Society has undertaken certain practices for the management of financial risks based on acceptable market practice.

During the year, there have been no changes to the exposures to risks; the objectives, policies and processes for managing the risks and the methods used to measure the risks.

18C. Fair values of financial instruments

The analyses of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 are disclosed in the relevant notes to the financial statements. These include the significant financial instruments stated at amortised cost and at fair value in the statement of financial position. The carrying values of current financial instruments approximate their fair values due to the short-term maturity of these instruments and the disclosures of fair value are not made when the carrying amount of current financial instruments is a reasonable approximation of the fair value.

18D. Credit risk on financial assets

Financial assets that are potentially subject to concentrations of credit risk and failures by counterparties to discharge their obligations in full or in a timely manner. These arise principally from cash balances with banks, cash equivalents, receivables and other financial assets. The maximum exposure to credit risk is the total of the fair value of the financial assets at the end of the reporting year. Credit risk on cash balances with banks and any other financial instruments is limited because the counter-parties are entities with acceptable credit ratings.

For expected credit losses (ECL) on financial assets, a simplified approach is permitted by the financial reporting standards on financial instruments for financial assets that do not have a significant financing component, such as trade receivables. On initial recognition, a day-1 loss is recorded equal to the 12 month ECL (or lifetime ECL for trade receivables), unless the assets are considered credit impaired. For credit risk on trade receivables an ongoing credit evaluation is performed on the financial condition of the debtors and an impairment loss is recognised in profit or loss. Reviews and assessments of credit exposures in excess of designated limits are made. Renewals and reviews of credits limits are subject to the same review process.

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18. Financial instruments: information on financial risks (cont'd)

18D. Credit risk on financial assets (cont'd)

Cash and cash equivalents are also subject to the impairment requirements of the standard on financial instruments. There was no identified impairment loss.

18E. Liquidity risk – financial liabilities maturity analysis

The liquidity risk refers to the difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. It is expected that all the liabilities will be settled at their contractual maturity. There are no liabilities contracted to fall due after twelve months at the end of the reporting year. The average credit period taken to settle trade payables is about 30 days (2017: 30 days). The other payables are with short-term durations. The classification of the financial assets is shown in the statement of financial position as they may be available to meet liquidity needs and no further analysis is deemed necessary.

The Society monitors its liquidity risk and maintains a level of cash and cash equivalents deemed adequate by management to finance the Society's operations and to mitigate the effects of fluctuations in cash flows.

18F. Interest rate risk

The Society's exposure to interest rate risk arises primarily from short-term deposits and cash balances placed with financial institutions.

18G. Foreign currency risk

Foreign exchange risk arises on financial instruments that are denominated in a foreign currency, ie in a currency other than the functional currency in which they are measured. For the purpose of this financial reporting standard on financial instruments: disclosures, currency risk does not arise from financial instruments that are non-monetary items or from financial instruments denominated in the functional currency.

Analysis of major amounts denominated in non-functional currency denominated in Singapore Dollar equivalent:

	United States Dollar \$	Euro Dollar \$	Others (a) \$	Total \$
2018:				
Financial liabilities:				
Trade and other payables	(185,498)	(47,277)	(13,655)	(246,430)
Net financial liabilities	<u>(185,498)</u>	<u>(47,277)</u>	<u>(13,655)</u>	<u>(246,430)</u>
	United States Dollar \$	Euro Dollar \$	Others (a) \$	Total \$
2017:				
Financial liabilities:				
Trade and other payables	(1,292)	(24,970)	(1,237)	(27,499)
Net financial liabilities	<u>(1,292)</u>	<u>(24,970)</u>	<u>(1,237)</u>	<u>(27,499)</u>

(a) Others – These are smaller amounts of the total denominated in non-functional currency.

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18. Financial instruments: information on financial risks (cont'd)

18G. Foreign currency risk (cont'd)

Sensitivity analysis:

	<u>2018</u>	<u>2017</u>
	\$	\$
A hypothetical 10% increase in the exchange rate of the functional currency S\$ against the United States Dollars with all other variables held constant would have a favourable effect on fair value	18,550	129
A hypothetical 10% increase in the exchange rate of the functional currency S\$ against Euro Dollars with all other variables held constant would have a favourable effect on fair value	<u>4,728</u>	<u>2,497</u>

The above table shows sensitivity to a hypothetical percentage variation in the functional currency against the relevant non-functional foreign currencies. The sensitivity rate used is the reasonably possible change in foreign exchange rates. For a similar rate weakening of the functional currency against the relevant foreign currencies, there would be comparable impacts in the opposite direction.

The hypothetical in exchange rates are not based on observable market data (unobservable inputs). The sensitivity analysis is disclosed for each currency to which the entity has significant exposure at end of the reporting year. The analysis above has been carried out without taking into consideration hedged transactions.

19. Changes and adoption of financial reporting standards

For the current reporting year new or revised FRSs were issued by the Singapore Accounting Standards Council. Those applicable to the reporting entity are listed below. Those applicable new or revised standards did not require any significant modification of the measurement methods or the presentation in the financial statements.

<u>SFRS No.</u>	<u>Title</u>
SFRS 109	Financial Instruments
SFRS 115	Revenue from Contracts with Customers.
	Amendments to, Clarifications to SFRS 115 Revenue from Contracts with Customers

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20. New or amended standards in issue but not yet effective

For the future reporting years certain new or revised financial reporting standards were issued by the Singapore Accounting Standards Council and these will only be effective for future reporting years. Those applicable to the reporting entity for future reporting years are listed below. Adoption of the applicable new or revised standards are expected to result in some changes in the detailed application of the accounting policies and some modifications to financial statements presentation and measurement.

<u>SFRS No.</u>	<u>Title</u>	<u>Effective date for periods beginning on or after</u>
SFRS 116	Leases (and Leases - Illustrative Examples & Amendments to Guidance on Other Standards)	1 Jan 2019

Leases:

The financial reporting standard on leases is effective for annual periods beginning on or after 1 January 2019 and it supersedes the previous reporting standard and the related interpretations on leases. For the lessor, the accounting remains largely unchanged. As for the finance leases of a lessee, as the financial statements have already recognised an asset and a related finance lease liability for the lease arrangement, the application of the new reporting standard on leases is not expected to have a material impact on the amounts recognised in the financial statements. For the lessee almost all leases will be brought onto the statements of financial position under a single model (except leases of less than 12 months and leases of low-value assets), eliminating the distinction between operating and finance leases. For the entity's non-cancellable operating lease commitments as at 31 December 2018 shown in Note 16, a preliminary assessment indicates that these arrangements will continue to meet the definition of a lease under the new reporting standard on leases. Thus, the entity will have to recognise a right-of-use asset and a corresponding liability in respect of all these leases (unless they qualify for low value or short-term leases) which might have a material impact on the amounts recognised in the financial statements. However, it is not practicable to provide a reasonable financial estimate of that effect until the detailed review by management is completed.

21. Reclassifications and comparative figures

The financial statements for the reporting year ended 31 December 2017 were audited by other independent auditor (other than RSM Chio Lim LLP) whose report dated 19 April 2018 expressed an unqualified opinion on those financial statements.

Reclassifications have been made to the prior year's statement of financial activities to enhance comparability with current year's classifications. There are no changes to other components of the financial statements. The changes were for some splits or regrouping in the statement of financial activities but these did not affect the statement of financial position. Accordingly, a statement of financial position as at the beginning of the earliest comparative period is not presented.