

# **THE BONE MARROW DONOR PROGRAMME**

(Charity Registration Number : 00968)

## **REPORTS AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2008**

**MJMA PAC**  
(Reg. No. 200719634W)

**MGI JASON MAH**



**& ASSOCIATES**

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

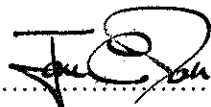
**REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2008**

<u>CONTENTS</u>	<u>PAGES</u>
Statement by the Executive Committee	1
Independent Auditor's Report	2
Balance Sheet	3
Statement of Financial Activities	4
Statement of Changes in Funds	5
Cash Flow Statement	6
Notes to the Financial Statements	7 - 14

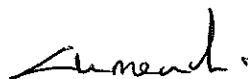
**THE BONE MARROW DONOR PROGRAMME**  
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**STATEMENT BY THE EXECUTIVE COMMITTEE**

The committee members duly authorised by the **The Bone Marrow Donor Programme** hereby state that in the opinion of the Executive Committee, the accompanying balance sheet, statement of financial activities and the cash flow statement, together with notes thereon, are drawn up so as to give a true and fair view of the state of affairs of the **The Bone Marrow Donor Programme** as at 31 December 2008 and of the results for the year then ended.



.....  
PRESIDENT



.....  
HON TREASURER

Dated: 15 MAY 2009

# MJMA PAC

(Reg. No. 200719634W)

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## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BONE MARROW DONOR PROGRAMME (Charity Registration Number : 00968)

We have audited the accompanying financial statements of The Bone Marrow Donor Programme as required under Section 14 of the Charities Act, Cap.37. The financial statements comprise the balance sheet as at 31 December 2008, and the statement of financial activities, statement of changes in funds and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

### The Executive Committee's Responsibility for the Financial Statements

The Executive Committee is responsible for the preparation and fair presentation of these financial statements in accordance with Section 13 of the Charities Act, Cap.37 and applicable provisions of the Singapore Financial Reporting Standards. This responsibility includes:

- (a) devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair statement of financial activities and balance sheets and to maintain accountability of assets;
- (b) selecting and applying appropriate accounting policies; and
- (c) making accounting estimates that are reasonable in the circumstances.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstance but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion:

- (a) the financial statements are properly drawn up in accordance with Section 13 of the Charities Act, Cap.37 and applicable provisions of the Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the charity as at 31 December 2008 and the results of the charity for the financial year ended on that date; and
- (b) the accounting and other records required by the Act to be kept by the charity under Section 12 of the Charities Act, Cap.37 have been properly kept.

.....  
Kulson Zakaria Attia  
Director

**MJMA PAC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

Singapore, Dated: 11 5 MAY 2009

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2008**

	<u>Notes</u>	<u>2008</u> S\$	<u>2007</u> S\$
<b>ASSETS</b>			
<b>Non-current assets</b>			
Plant and equipment	3	13,097	6,759
<b>Current Assets</b>			
Trade receivables	4	149,723	46,616
Other receivables	5	29,130	10,523
Cash and cash equivalents	6	926,617	1,232,398
		1,105,470	1,289,537
<b>Total assets</b>		1,118,567	1,296,296
<b>FUNDS AND LIABILITIES</b>			
<b>Statement of Funds of charity</b>			
Funds of the charity		1,024,220	1,184,462
		1,024,220	1,184,462
<b>Current Liabilities</b>			
Trade payables	7	46,234	105,202
Other payables and accruals		48,113	6,632
		94,347	111,834
<b>Total equity and liabilities</b>		1,118,567	1,296,296

The annexed notes form an integral part of and  
should be read in conjunction with these financial statements.

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2008**

	<u>Notes</u>	<u>2008</u> S\$	<u>2007</u> S\$
<b>INCOMING RESOURCES</b>			
<u>Incoming resources from generated funds</u>			
Voluntary income	8	79,907	105,472
Activities for generating funds	9	55,381	105,728
		135,288	211,200
Incoming resources from charitable activities	10	1,466,764	1,374,931
Other incoming resources	11	24,750	29,006
		1,626,802	1,615,137
<b>RESOURCES EXPENDED</b>			
<u>Cost of generating funds</u>			
Fundraising activities	12	4,399	33,463
Charitable activities	13	1,773,427	1,455,787
Governance cost	14	6,410	13,441
Other resources expended		2,808	3,935
		1,787,044	1,506,626
Net movement in funds		(160,242)	108,511
<b><u>Reconciliation of funds</u></b>			
Total funds brought forward		1,184,462	1,075,951
Total funds carried forward		1,024,220	1,184,462

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should be read in conjunction with these financial statements.

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**STATEMENT OF CHANGES IN FUNDS  
FOR THE YEAR ENDED 31 DECEMBER 2008**

	<u>Accumulated funds</u>
<b>Balance as at 1 January 2007</b>	1,075,951
Net surplus for the year	108,511
<b>Balance as at 31 December 2007</b>	<u>1,184,462</u>
Net (deficit) for the year	(160,242)
<b>Balance as at 31 December 2008</b>	<u><u>1,024,220</u></u>

The annexed notes form an integral part of and  
should be read in conjunction with these financial statements.

**THE BONE MARROW DONOR PROGRAMME**

(Charity Registration Number : 00968)

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2008**

	<u>Note</u>	<u>2008</u> S\$	<u>2007</u> S\$
<b>Cash flows from operating activities</b>			
Excess of income over expenditure		(160,242)	108,511
<b>Adjustments for :-</b>			
Depreciation	3	3,597	4,486
Plant and equipment written off		65	41
<b>Operating income before working capital changes</b>		(156,580)	113,038
Increase in patient receivables		(103,107)	60,233
Increase in other receivables		(18,607)	(8,307)
Increase in payables		16,900	(34,335)
(Decrease) in provisions for marrow extraction and tissue typing		(75,868)	27,805
Increase in other creditors and accruals		41,481	(865)
<b>Net cash (used in)/generated from operating activities</b>		(295,781)	157,569
<b>Cash flows from investing activities</b>			
Purchase of plant equipment		(10,000)	(5,538)
<b>Net cash (used in) investing activities</b>		(10,000)	(5,538)
<b>Net (decrease)/increase in cash and cash equivalents</b>		(305,781)	152,031
<b>Cash and cash equivalents at beginning of year</b>		1,232,398	1,080,367
<b>Cash and cash equivalents at end of year</b>		926,617	1,232,398

The annexed notes form an integral part of and should be read in conjunction with these financial statements.



**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**NOTES TO THE FINANCIAL STATEMENTS - 31 DECEMBER 2008**

**1 GENERAL INFORMATION**

The Bone Marrow Donor Programme (hereinafter referred to as the "Programme") is registered as a society with the Registrar of Societies and as a charity under the Charities Act. (Cap 37). Its place of operation is at 11 Outram Road, Health Sciences Authority, Singapore 169079.

The objects of the Programme are to set-up, establish and maintain a register of bone-marrow donors, fund bone-marrow transplants, finance research into the causes and treatment of blood-related disease and promote further understanding among the public of blood-related disease such as leukaemia and thalassaemia and do such things as are incidental or conducive to the attainment of the above objects of the Programme.

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of preparation**

The financial statements have been prepared in accordance with the Recommended Accounting Practice (RAP 6) Accounting and Reporting by Charities and applicable provisions of the Singapore Financial Reporting Standards (FRS) and the Charities Act. Cap 37.

The financial statements are prepared in accordance with the historical cost convention.

The functional and reporting currencies of the Programme are in Singapore dollars.

In the current financial year, the Programme has adopted all the new and revised FRS and Interpretation of FRS ("INT FRS") issued by the Accounting Standards Council that are relevant to its operations and effective for annual period beginning on or after 1 January 2007. The adoption of these new/ revised FRSs and INT FRSs have no material effect on the financial statements.

**(b) Funds of the charity**

In the event of the Society being dissolved, all debts and liabilities legally incurred on behalf of the society shall be fully discharged, and the remaining funds will be donated to the Government or other organisations which are approved institutions of a Public Character under Section 37(2)(C) of the Income Tax Act and registered as Charities under the Charities Act (Cap. 37).

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**NOTES TO THE FINANCIAL STATEMENTS - 31 DECEMBER 2008**

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(c) Plant and equipment and depreciation**

Plant and equipment are stated at cost less accumulated depreciation and impairment losses, if any. The cost of an asset comprises of its purchase price and the cost directly attributable to bringing the asset to its current working condition and location of intended use. Expenditure for additions, improvement and renewal are capitalised and expenditure for maintenance and repairs are charged to the income statement. When an asset is sold or retired, their cost and accumulated depreciation are removed from the financial statements and any gain or loss from their disposal is taken up in the income statement.

Depreciation is computed using the straight-line method to write off the cost of the assets over their estimated useful lives as follows:

Furniture and fittings	–	3 years
Office equipment	–	3 years
Computer	–	3 years
Website development	–	3 years

The carrying amount of plant and equipment is reviewed annually in order to assess whether their carrying amounts need to be written down to recoverable amounts. Recoverable amount is defined as the higher of value in use and net selling price.

Fully depreciated assets are retained in the books of accounts until when no future economic benefits are expected from its use or disposal.

**(d) Financial assets**

Financial assets are initially recognised at fair value plus transaction costs except for financial assets at fair value through profit or loss, which are recognised at fair value. Transaction costs for financial assets at fair value through profit or loss are recognised in the statement of financial activities.

Receivables are subsequently carried at amortised cost using the effective interest method less impairment.

**(e) Impairment of Non-Financial Assets**

The Programme assess at each reporting date whether there is an indication that an asset may be impaired. If any such indication exists, or when annual impairment testing for an asset is required, the Programme makes an estimate of the asset's recoverable amount.

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**NOTES TO THE FINANCIAL STATEMENTS - 31 DECEMBER 2008**

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(f) Financial Liabilities**

Financial liabilities include other payables. Financial liabilities are recognised on the balance sheet when the Programme becomes a party to the contractual provisions of the financial instrument. Financial liabilities are initially recognised at fair value of consideration received less directly attributable costs and subsequently measured at amortised cost using the effective interest method.

**(g) Cash and cash equivalents**

Cash and cash equivalents comprise of cash in hand and at bank stated at cost.

**(h) Conversion of foreign currencies**

Monetary assets and liabilities in foreign currencies are translated into Singapore dollars at rates of exchange closely approximating those ruling at balance sheet date. Transactions in foreign currencies are converted at rates closely approximating those ruling at transaction date. Exchange difference arising from such transactions are recorded in the income and expenditure statement in the period in which they arise.

Gains and losses are recognised in the statement of financial activities when the liabilities are derecognised as well as through the amortisation process. The liabilities are derecognised when the obligation under the liability is discharged, cancelled or expired.

**(i) Provisions**

Provisions are recognised when the Programme has 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.

**(j) Employee benefits**

As required by law, the Programme, has a defined contribution plan to make contributions to the social retirement scheme, the Central Provident Fund (CPF). CPF contributions are recognised as an expense in the same period as the employment that gives rise to the contribution.

Employees' entitlements to annual leave and other benefits are recognised when they accrue to employees.

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**NOTES TO THE FINANCIAL STATEMENTS - 31 DECEMBER 2008**

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(k) Income tax**

The Programme has been registered as a charity under the Charities Act and is exempted from income tax for the financial year under the provisions of the Income Tax Act Cap. 134. Hence, no provision for tax liability has been made in the financial statements.

**(l) Income recognition**

Income from marrow procurement and tissue typing is recognised once the invoice is raised on completion of treatment rendered.

All other sources of income are recognised on an accrual basis.

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**NOTES TO THE FINANCIAL STATEMENT - 31 DECEMBER 2008**

**3 PLANT AND EQUIPMENT**

	Furniture & Fittings S\$	Office Equipment S\$	Computer S\$	Website development S\$	Total S\$
<b>Cost</b>					
At 1 January 2007	118	1,957	7,689	2,193	11,957
Additions	3,884	1,654	-	-	5,538
Disposal	(118)	(699)	-	-	(817)
At 31 December 2007	3,884	2,912	7,689	2,193	16,678
Additions	-	-	-	10,000	10,000
Disposal	-	(418)	-	-	(418)
At 31 December 2008	3,884	2,494	7,689	12,193	26,260

**Accumulated depreciation**

At 1 January 2007	57	1,076	4,710	366	6,209
Depreciation charged for the year	451	741	2,563	731	4,486
Disposal	(77)	(699)	-	-	(776)
At 31 December 2007	431	1,118	7,273	1,097	9,919
Depreciation charged for the year	1,295	878	416	1,008	3,597
Disposal	-	(353)	-	-	(353)
At 31 December 2008	1,726	1,643	7,689	2,105	13,163

**Net Book Value**

At 31 December 2008	2,158	851	-	10,088	13,097
At 31 December 2007	3,453	1,794	416	1,096	6,759

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**NOTES TO THE FINANCIAL STATEMENTS - 31 DECEMBER 2008**

<b>4</b>	<b>TRADE RECEIVABLES</b>	<u>2008</u>	<u>2007</u>
		S\$	S\$
	Trade receivables	149,723	46,616
		<u>149,723</u>	<u>46,616</u>
<b>5</b>	<b>OTHER RECEIVABLES</b>	<u>2008</u>	<u>2007</u>
		S\$	S\$
	Other receivables	29,130	10,523
		<u>29,130</u>	<u>10,523</u>
<b>6</b>	<b>CASH AND CASH EQUIVALENTS</b>	<u>2008</u>	<u>2007</u>
		S\$	S\$
	Fixed deposit	873,624	1,007,784
	Cash in hand	658	230
	Cash at bank	52,335	224,384
		<u>926,617</u>	<u>1,232,398</u>
<b>7</b>	<b>OTHER PAYABLES</b>	<u>2008</u>	<u>2007</u>
		S\$	S\$
	Payables	26,900	10,000
	Provision for marrow extraction	8,173	76,442
	Provision for tissue typing	11,161	18,760
		<u>46,234</u>	<u>105,202</u>
<b>8</b>	<b>VOLUNTARY INCOME</b>	<u>2008</u>	<u>2007</u>
		S\$	S\$
	Donations	79,907	105,472
<b>9</b>	<b>ACTIVITIES FOR GENERATING FUNDS</b>	<u>2008</u>	<u>2007</u>
		S\$	S\$
	Funds raised through charity events	23,025	90,720
	Other fund raising activities	32,356	15,008
		<u>55,381</u>	<u>105,728</u>

**THE BONE MARROW DONOR PROGRAMME**  
(Charity Registration Number : 00968)

**NOTES TO THE FINANCIAL STATEMENTS - 31 DECEMBER 2008**

<b>10</b>	<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>	<u>2008</u> S\$	<u>2007</u> S\$
	Marrow procurement	1,247,955	1,166,251
	Confirmatory Testing	218,809	208,680
		<u>1,466,764</u>	<u>1,374,931</u>
<b>11</b>	<b>OTHER INCOMING RESOURCES</b>	<u>2008</u> S\$	<u>2007</u> S\$
	Other income	-	750
	Interest income	17,084	21,830
	Exchange gain (realised)	7,666	6,426
		<u>24,750</u>	<u>29,006</u>
<b>12</b>	<b>FUNDRAISING ACTIVITIES</b>	<u>2008</u> S\$	<u>2007</u> S\$
	Cost of funds raised through charity events	<u>4,399</u>	<u>33,463</u>
<b>13</b>	<b>CHARITABLE ACTIVITIES</b>	<u>2008</u> S\$	<u>2007</u> S\$
	Marrow extraction	1,119,273	980,306
	Confirmatory Testing Cost	185,410	215,513
	Tissue Typing	295,544	156,976
	Employee costs	114,698	70,314
	Other support cost	58,502	32,678
		<u>1,773,427</u>	<u>1,455,787</u>
<b>14</b>	<b>GOVERNANCE COSTS</b>	<u>2008</u> S\$	<u>2007</u> S\$
	Accounting fee	4,000	9,500
	Audit fees	1,500	1,500
	Professional Fees	910	2,441
		<u>6,410</u>	<u>13,441</u>

**THE BONE MARROW DONOR PROGRAMME**  
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**NOTES TO THE FINANCIAL STATEMENTS**

**15 KEY MANAGEMENT PERSONNEL COMPENSATION**

Key management personnel compensation is as follows:

	<u>2008</u>
	S\$
Salary	52,725
Employer contribution to CPF	<u>7,649</u>
	<u><u>60,374</u></u>