

MUSLIM MISSIONARY SOCIETY SINGAPORE - JAMIYAH WELFARE FUND

ANNUAL REPORT FOR THE YEAR 2022

NAME

The Fund is known as Muslim Missionary Society Singapore - Jamiyah Welfare Fund. UEN: T15CC0003G. IPC STATUS: UNTIL 31 MAY 2025.

ADDRESS

The address of the above is 31 Lorong 12 Geylang, Singapore 399006

OBJECTS

The objective of the fund is to serve the social and welfare needs of the community regardless of race or religion. The fund will be used to finance the social and welfare programs and services, including the running of welfare homes and related projects.

AUDITORS Reanda Adept PAC

MANAGEMENT

The Fund is established by Muslim Missionary Society Singapore, as its IPC Welfare arm. The fund shall be managed by a Management Committee comprising the following personnel.

JWF COMMITTEE AS AT 31 DECEMBER 2022

NAME OF JWF BOARD MEMBER	POSITION AND OCCUPATION
Prof Dr Mohd Hasbi Abu Bakar	Chairman & Jamiyah Singapore Council Member, Adjunct Professor
Mr Abdul Jaffar Bin Mohamed Mydin	Deputy Chairman, Jamiyah Singapore Council Member, Non-profit professional
Mr Muhammad Khair Bin Baharin	Secretary, Jamiyah Singapore Council Member, Non-profit professional
Mr Mohamed Jalaludeen s/o Mohamed Yassine	Treasurer, Self Employed
Dr Isa Hassan	Member, Jamiyah Singapore Council Member, Non-profit professional
Dr Hameem Alim Sahib Mohamed Saleem	Member, Jamiyah Singapore Council Member, Non-profit professional
Mr Muhammad Musaddeq Bin Thamby Sahib	Member, Deputy General Manager, Logistics
Mr Abdul Hamid Sultan	Member, Lawyer
Mr Ahmed Meeran Mohamed Bilal	Member, Self Employed
Dr Saiful Nizam Bin Subari	Member, Medical Doctor

FUNDING SOURCES

The charity is funded by donations from public, education fees and government grants.

BOARD MATTERS

JWF has written terms of reference for the Board members.

- There are clear guidelines to distinguish Board responsibilities and Operational responsibilities
- The Nomination and Appointment committee meets to discuss the succession plans for key members.
- All Board members have gone through an induction process. Board members have been given a self-evaluation guideline.
- Jamiyah has an overall strategic plan and a Risk management framework applicable to its welfare arm.
- Board members do not receive remuneration for their Board services.

ATTENDANCE DURING MEETINGS

Jamiyah Welfare Fund Committee Members Attendance

Term 2022 – 2024

S/NO.	NAME	APPOINTMENT	MEETING 1 29 MAR 22
1	Dr Mohd Hasbi Bin Abu Bakar	Chairman	Yes
2	Dr H M Saleem	Deputy Chairman	Yes
3	Mr Mohamed Yunos Bin Mohamed Shariff	Secretary	Yes
4	Mr Mohamed Jalaludeen S.O. Mohamed Yassine	Treasurer	No
5	Dr Isa Hassan	Committee Member	Yes
6	Mr Ahmed Meeran Mohamed Bilal	Committee Member	Yes
7	Mr Muhammad Musaddeq Bin Thamby Sahib	Committee Member	No
8	Madam Hajjah Zainab Sidek	Committee Member	No
9	Mr Abdul Hamid Sultan	Committee Member	Yes
10	Dr Saiful Nizam Bin Subari	Committee Member	Yes

S/NO.	NAME	APPOINTMENT	MEETING 2 01 DEC 22
1	Dr Mohd Hasbi Bin Abu Bakar	Chairman	Yes
2	Mr Abdul Jaffar Bin Mohamed Mydin	Deputy Chairman	Yes
3	Mr Muhammad Khair Bin Baharin	Secretary	Yes
4	Mr Mohamed Jalaludeen S.O. Mohamed Yassine	Treasurer	Yes
5	Dr Isa Hassan	Committee Member	Yes
6	Dr Hameem Alim Sahib Mohd Saleem	Committee Member	Yes
7	Mr Muhammad Musaddeq Bin Thamby Sahib	Committee Member	No
8	Mr Abdul Hamid Sultan	Committee Member	No
9	Ahmed Meeran Mohamed Bilal	Committee Member	Yes
10	Dr Saiful Nizam Bin Subari	Committee Member	Yes

Date of meeting: 1 December, 2022

Out of 10 members, two members, namely, Mr Muhammad Musaddeq Bin Thamby Sahib and Abdul Hamid Sultan were absent with apology.

FINANCIAL SUMMARY REVIEW OF THE YEAR 2022

During the financial year ended 31 December 2022, The Muslim Missionary Society Singapore – Jamiyah Welfare Fund incurred an operating loss of \$599,125 (2021: surplus of \$1,120,301) excluding movement in restricted funds. The total income was \$22,515,601 (2021: \$23,968,081) comprising donations, government grants and fee income and the total expenses were \$23,114,726 (2021: \$22,847,780).

Jamiyah Welfare Fund comprises Jamiyah Nursing Home, Jamiyah Halfway House, Jamiyah Home for the Aged, and six education and child care centres, namely, Jamiyah Kindergarten, Jamiyah Child care centre, Rivervale Student care centre, Clementi Student care centre, Global Child Development centres at Woodlands and Tampines. It also runs a food bank for the needy and community service centres, Jampacked@ West Coast and Jampacked@ Bukit Batok.

POLICIES

Some of the major policies are listed below.

RESERVES POLICY

The listing of all the funds and balances with a description of the purposes can be found in the notes accompanying the audited financial statements for the year ended Only surplus funds will be invested to generate additional income. Whenever necessary professional advice is sought before any investment is made, to provide advice on the potential; risks and returns. The Investment Committee of Jamiyah Singapore exercises prudence in the investment of surplus funds. The policy places a maximum limit of five times its annual expenses on its overall reserves.

CONFLICT OF INTEREST POLICY

No member of the Council shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known. A Conflict of Interest declaration form is required to be submitted by all committee members and members of staff who might be involved in dealings with vendors.

VOLUNTEERING POLICY

Volunteers should adhere to the following policies and procedures while on duty as a volunteer. Failure to comply may result in disciplinary action or termination.

COMMUNICATIONS POLICY

INTRODUCTION

Jamiyah has a communications policy that provides for the following

- Appropriate communication channels between staff and board members
- Inclusivity
- Reporting schedules
- Feedback mechanisms
- Phone
- Internet
- Email
- Social media channels, etc.

PERSONAL DATA PROTECTION POLICY

MUSLIM MISSIONARY SOCIETY SINGAPORE (“JAMIYAH”) including all its welfare organisation and centres are committed to safeguarding the personal data entrusted to it by the Individuals. JAMIYAH manages Individual’s personal data in accordance with Singapore

Personal Data Protection Act 2012 (No. 26 of 2012) (“PDPA 2012” or the “Act”) and other applicable written laws. The purpose of the Personal Data Protection Policy (the “Policy”) outlines the principles and practices adopted by JAMIYAH in protecting personal data.

SUB-COMMITTEES

There are six sub-committees formed by Muslim Missionary Society Singapore comprising Finance & Investment, Audit, Programmes and Services, Fund-raising, Human Resources, Appointment and Nomination, with relevant terms of reference to oversee the functions.

RELATED ENTITIES

A Related Party Register is maintained that comprises details of names of parties, nature of transaction, nature of relationship date and amount.

Related party transactions have been disclosed in the notes accompanying the audited financial statements ended 31 December 2022. The related parties with whom transactions had taken place are listed as follows:

1. Jeewa Ltd
2. JBS International College Pte Ltd
3. SG Environmental Solutions Pte Ltd

All conflicts of interest have been declared.

JWF does not have any equity interest nor control of the type over the above said related party which leads to be regarded as subsidiary of the society.

DONATION HANDLING PROCESS

JWF has a very detailed process for accounting for donations that includes access controls, Tax-exempt donations and internal controls.

DONATIONS IN KIND POLICY AND PROCEDURE

- a) Donations in kind will include donations or gifts other than cash. Where such donations are of substantial value and can be reliably and reasonably quantified, they should be recorded as income. The amount recorded should be a reasonable estimate of their gross value to the Charities/IPC's. This value will usually be the price that the Charities/IPC's estimates it would have to pay in the open market for an equivalent item. When a valuation cannot be established, the Charities/IPC's should disclose the information in the notes to the accounts. Where the donation in kind is a fixed asset, it should be capitalised and reflected in the Balance Sheet of the accounts at a reasonable book value. Charities/IPC's should retain relevant documents to support their valuation.

- b) If the gift appears to be valuable, an attempt should be made to politely ascertain a value from the donor. If it is not practicable or feasible, a valuer may be contacted. The documents necessary to record any transaction shall include the Delivery note or letter from the donor to Jamiyah that states the item description, the valuer's report and documents that confirm a legal title for large assets or items of furniture.
- c) If Jamiyah wishes to estimate the value of certain items, it must make sure that the value is the price that Jamiyah will pay in the open market for a similar item.
- d) Jewellery or similar donations that have intrinsic value must be valued.
- e) If valuation cannot be made reliably, Jamiyah should disclose that by way of a note.
- f) Donations in kind are usually informed by the donor in advance. To prevent dumping, Jamiyah should politely turn down such gifts as the cost of transportation for both acquisition and disposal may exceed the utility.
- g) In case of fixed assets that are in good condition and useful, valuation must be done and thereafter capitalised.
- h) Donation in kind that are capitalised will be treated in the same way in accordance with the Fixed Asset policy regarding depreciation and disposal.
- i) Jamiyah will not attempt to sell the donations in kind that are of reasonable value in the open market or use them as gifts in its events unless the donor authorises Jamiyah to do so.

WHISTLE BLOWING POLICY

JWF does not have a whistle blowing policy.

OVERALL EMPLOYEE REMUNERATION

The employee remuneration during the financial year 2022 has been classified as follows:

Bands	2022	2021
<\$50,000	374	346
\$50,000 - 100,000	48	40
\$100,000 - \$150,000	9	7
\$150,000 - \$200,000	0	0

ACTIVITIES OF VARIOUS HOMES AND CENTRES

JAMIYAH HEADQUARTERS

Some of the major events and activities organized by Jamiyah Singapore in 2022 include:

- *Jamiyah Singapore 90th Anniversary Gala Dinner on 15th July 2022*
Jamiyah Singapore celebrated its 90th Anniversary in 2022 with several events culminating with the Gala Dinner.
- *29th Exemplary Mother Award on 20th August 2022*

The annual event was held at Swissotel The Stamford where President Halimah Yaco presented the Presidential Shield to the winner.

- *Chingay 2023's We Got Talent Segment on 30th September 2022*

Jamiyah Singapore submitted a video to the We Got Talent Segment of Chingay 2023 which involved staff and residents from HQ, Jamiyah Halfway House, Jamiyah Nursing Home and Jamiyah Home for the Aged.

- *Our Family Fest 2022, Festival Budaya Melayu 2022 & Jamiyah Lecture Series at Our Tampines Hub on 5th & 6th November*

Three separate multiracial and cultural events were held to celebrate inter-racial harmony, promote Malay culture as well as a lecture by an overseas motivational speaker to the Bangladesh community.

- *Inaugural Jamiyah Singapore-Dr Kutbuddin Medical Studies Award Ceremony on 26 November 2022*

Jamiyah Singapore awarded the Jamiyah Singapore-Dr Kutbuddin Medical Studies Award to 2 deserving medical students from NTU. The scholarship is in memory of the Late Dr Kutbuddin Dohadwala, who was one of the stalwarts of Jamiyah Singapore.

- *West Java Earthquake Appeal 2022 on 2 December 2022*

Jamiyah Singapore organised the West Java Earthquake Appeal 2022 when a 5.6 magnitude earthquake struck Cianjur, West Java, in Indonesia on 21st November 2022.

JAMIYAH NURSING HOME

- Let's Grow at JNH Orchid Garden project. A collaboration with West Coast CC to keep the seniors active in gardening activities, for them to learn new things, keep their minds active and maintain social interaction amongst the residents.
- Celebrated its 20th Anniversary on 7 September 2022. Minister Iswaran was the Guest of Honour for the event.
- Volunteers from National Heritage Board organised a Reminiscence Project for the Residents at Jamiyah Senior Care Centre to share stories related to objects like lastik, night soil bucket, charcoal stove etc.
- Started Silver Fit Functional Exercise with 4-5 sessions per week and 1 hour per session at Rehabilitation Centre.

- Approved by MOH to manage onsite C+ residents under the Care@Nh programme
- Nursing Home IT Enablement Programme (NHELP) IT enables nursing homes to improve patient care and enhance operational efficiency through the use of appropriate IT systems.

JAMIYAH HOME FOR THE AGED

- Collaborated with Institutes of Higher Learning like NTU, NUS and commercial entities like Salesforce and agencies like Singapore Prison Services to run volunteer programmes in conducting cognitive and physiological games and activities as social engagements for the Residents.
- Developed a niche programme of Batik Painting using Visual Arts as therapy
- Initiated a Befriender Programme where volunteers have registered as long-term befrienders to be Therapy Buddies to the Residents
- Extended its outreach to religious institutions such as Al-Guffran Mosque, Moriah Church, Sri Ramar Temple and Tampines Chinese Temple so Residents can partake in religious services.
- Partnered Tampines Changkat CC in festive celebrations.
- Piloted a new therapy programme – Kintsugi, adapting the Japanese art of repairing broken pottery by mending the areas of breakage with lacquer dusted or mixed with powdered gold.

JAMIYAH HALFWAY HOUSE

- Assisted Singapore Buddhist Lodge Bursary Presentation with traffic controls
- Completed Project Happiness Chinese New Year, Hari Raya, Deepavali & Christmas Editions
- Launched a newly refurbished computer classroom, a collaboration between JHH, Yellow Ribbon Fund and Acronis
- Conducted Social Emotional Intelligence Programme to equip Residents with self-management skills for them to learn and understand how situation and their own experience affect their emotions. Conducted by JHH volunteer.
- Launched a Cat Fostering Programme, which is supported by Project Luni, a nonprofit organisation that focuses on rehoming and caring for street cats. Project Luni trains selected residents to groom and care for the cats.
- Conducted Family Excellence Circle Programme, a collaboration with Mendaki, to assist Residents to foster better family bonding with their loved ones to prepare them in their rehabilitation and reintegration process.

RIVERVALE STUDENT CARE CENTRE

- Collaborated with Rivervale Village Residents Club.
- Went on two excursions during the December holidays to Bouncy Paradise and Hay Dairies
- Conducted school holidays programmes such as Art & Craft, Home Economics, Indoor Obstacle Course, Character Development Games etc.

GCDC @ TAMPINES

- Adopted a garden space from Tampines Town Council to provide a hands-on learning opportunity for nurturing the young learners to grow as eco-friendly and nature appreciative individuals.
- Developed a strong partnership with United World College South East Asia to develop higher-level thinking skills, boost their confidence and self-esteem while improving their social and interpersonal skills.
- Introduced Robotics & Coding programme for the children to have fun learning, experimenting and solve simple coding problems.

JAMIYAH CHILDCARE CENTRE

- Students went on a tour at Asian Civilisations Museum (ACM), in partnership with the Singapore Heritage Board.
- Lecturers from the Centre for Research in Child Development at NIE, NTU conducted virtual training for the staff.
- Virtual ECE Graduation in December 2022 including a concert video released to parents and on Jamiyah social media.
- Conducted monthly story telling sessions with the seniors at the Dementia Day Care Centre. Featured in BeritaMediacorp for this collaboration with AWWA.

JAMIYAH KINDERGARTEN

- Conducted Art & Craft, Games, Show & Tell, Storytelling programmes to create awareness about different events and activities in Singapore context such as Chinese New Year, Total Defence Day etc.
- Collaborated with JHA to create a spice garden in a space allocated in JHA to enable the children to persevere in growing and yielding the spices for the elderly, investigate the stages of development in plants and be resilience in adapting sustainability to protect the garden through composting.
- Registered for Start Small Dream Big (SSDB) presidential challenge project by partnering a community partner recommended by ECDA.

CLEMENTI STUDENT CARE CENTRE

- Participated in an interactive story-telling activity at the Camy's Fantasy Story and Craft by Clementi Public Library.
- Went on a tour at the Istana Heritage Gallery organised by People's Association where the students get to explore artefacts, artworks and collection of gifts presented by foreign dignitaries to Singapore's Presidents and Prime Ministers.
- Welcomed various volunteer groups such as SCDF (painted the classrooms), Anglo-Chinese School Alumni (painted the exterior of the centre) and Hwa Chong Institute College (organised outdoor games and homework support).

FUTURE PLANS AND COMMITMENTS

JWF is looking into enhancing its services, programmes and expanding its facilities for a better service to the community including capacity building and digital transformation.

Mr. Muhammad Khair Bin Baharin

(Secretary JWF and Secretary General, Muslim Missionary Society Singapore)