

Milk

mainly i love kids

**MILK (MAINLY I LOVE KIDS) FUND
ANNUAL REPORT
2017/2018**

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1. President's Message

I am happy to report that two new programmes were launched in 2017. These programmes are crucial in continuing the mission of MILK and ensuring that no child is left behind because of disability, illness or circumstance. MILK works towards developing children into contributing members of society and we continue to plug gaps as well as focus on transforming the lives of those we help.

MILK-New Life Support Fund. Working with our partner New Life Community Services we have initiated a crisis assistance programme for low income families. 53 families were assisted through this programme and received short-term financial assistance.

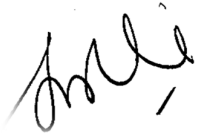
KeyStart Housing Stability. South Central Community Family Service Centre is our partner for this programme for low income families with young children residing at public rental flats who have aspiration to own a home and for low income families who have owned a home but at risk of losing their home due to crisis. A joint committee was formed by MILK and South Central Community Family Service Centre to assess applications. Updates on progress of this programme will be reported in the coming year.

Our ongoing programmes have continued steadily; the **MILK Bursary** programme with Assumption Pathway School and St Anthony's Canossian Secondary School has assisted a total of 238 students. The **MILK Scholarship-MILK Education Fund** has continued to transform lives through effective partnership with seven implementing partners. Since its inception, a total of 285 tertiary students were helped.

We are most thankful to all our partners, donors, volunteers and supporters for journeying with us towards achieving the mission of MILK.

Thank you once again and we look forward to another year of growth.

My warmest wishes



Joy Balakrishnan, President

2. MILK (Mainly I Love Kids) Fund

MILK (Mainly I Love Kids) Fund, a charity with IPC status, was founded in 2004. The mission of MILK is to ensure no child is left behind because of disability, illness or circumstance. MILK works towards developing children into contributing members of society. Over the years of serving the community and the needy, MILK programmes continue to plug gaps as well as focus on transforming the lives of those we help. Apart from only giving help at the time of need, we have initiated programmes to help our beneficiaries with the aim of reaching the point of being independent of support from the community.

Our Mission & Vision

MILK believes that no child should be left behind regardless of disability, illness, or circumstance. At MILK we believe that the best way to commit to our future is through our children. This is why we build-up and work with partners and programmes that develop children into contributing members of society.

MILK operates in a unique partnership Voluntary Welfare Organizations (VWOs). MILK is committed to advocate and raise funds, supporting our partners so they may best play their role of providing direct services to the children and their families. This is our mission and the way that we achieve results.

MILK focuses on plugging the gaps in the social service sector rather than duplicating what is already in existence, and this is done by an ongoing and rigorous study of the non-profit landscape and the policies in place. MILK also devotes its resources to transformational programmes that empower children and their families to break out of the poverty cycle.

Our work can be broadly described in 3 areas:

- (1) Support for education;
- (2) Special and specific needs;
- (3) Journeying with families.

Our Values

- We believe in working with committed partners to ensure that our programmes are transformational and meet needs.
- We believe that our programmes must be responsive and compassionate.
- We believe in good governance guided by transparency and integrity.

Review of financial state, explanation of major financial transactions and purposes for which the charity's assets are held

Total income for financial year 2017/2018 of S\$706,031 consisted of donations, grants and other income. Total expenditure of S\$1,129,536 was for charitable activities (S\$987,946) and governance costs (S\$141,590). Total manpower and related costs were S\$135,410 or 12% of total expenditure. Net expenditure for the financial year was S\$423,505.

MILK's investment property at 1 Kaki Bukit Road 1, #02-10 Enterprise One, Singapore 415934 was reclassified as non-current asset held for sale for the financial year ended 31 March 2018 due to a buyer exercising an option to purchase on 21 February 2018. The transaction was completed on 16 May 2018.

3. Programmes

MILK ensures that help provided is holistic and transformational to the families or community by bringing together resources and committed partners.

MILK Bursary

a) ***Partner: Assumption Pathway School***

MILK has provided bursaries for the needy students of Assumption Pathway School (APS) since 2010. APS caters to students who have failed the Primary School Leaving Examinations (PSLE) once or more than once, as well as students who prematurely leave secondary school. Many students in APS come from low income or dysfunctional families. This group of students have difficulty paying for school fees, managing cost of transportation to and from school, food during recess, school uniforms, stationeries and school magazine. Without assistance, they are at risk of dropping out of school. This year 100 students were assisted through the MILK Bursary.

b) ***Partner: St Anthony's Canossian Secondary School***

Since 2012, MILK has partnered St Anthony's Canossian Secondary School (SACSS) to support the St. Magdalene Bursary, which complements the MOE Financial Assistance Scheme (FAS). This bursary enables needy students to meet school-related expenses, thereby ameliorating the burden of financial hardship. SACSS is a designate school for hearing impaired students. The school also supports students with a range of special needs such as Autism, Asperger's Syndrome and selective-mutism. The bursary covers meal allowances, transport costs and miscellaneous items such as the purchase of resource books, semester collection for enrichment programmes, school magazine subscriptions and cost of printing notes. This year 138 students were assisted through the MILK Bursary.

MILK Scholarship – MILK Education Fund

Partners: Selected Voluntary Welfare Organisations (VWOs) and Family Service Centres (FSCs)

Set up in 2010, **MILK Scholarship** is aimed at empowering promising young persons who come from low income households. It ensures that promising and deserving youth are not denied a tertiary education because of financial hardship. We believe that through higher education these disadvantaged youths will realise their fullest potential and break out of their poverty cycle. A total of 218 students (192 Polytechnic and 26 University) were assisted with scholarship funds and 20 students were assisted with one-off bursary during the period 2010-2017.

MILK Education Fund, an extension of MILK Scholarship set up in 2014 in partnership with 7 Voluntary Welfare Organisations to empower these organisations to advocate for the families they serve with children in need of tertiary education. They are Bethesda Care & Counselling Services Centre, Care Corner Singapore Ltd, Lakeside Family Services, South Central Community Family Service Centre Ltd, SHINE Children and Youth Services (formerly known as Students Care Service), TRANs Family Services and Kampong Kapor Family Service Centre. Since the inception, 47 tertiary students were assisted either with scholarship or one-off bursary.

MILK-New Life Support Fund

Partner: New Life Community Services

In 2017 MILK-New Life Support Fund was set up in partnership with New Life Community Services. It is a crisis assistance programme for low income families with children to address the needs of families caused by financial difficulties that may lead these families to spiral into debts and poverty. 53 families were assisted through this programme and received short-term financial assistance.

Family Partnership Platform and KeyStart Housing Stability

Partner: South Central Community Family Service Centre

In 2015 MILK initiated the **Family Partnership Platform (FPP)** in partnership with South Central Community Family Service Centre (SCC FSC) to help low income families with young children out of poverty. This is a longer term transformational strategy which aims to work with family partners who are volunteers from the community.

These family partners seek to befriend, support, motivate and create opportunities that enable financial self-sufficiency and other transformative outcomes. It is a three-way partnership among low income family beneficiaries, family partners and social workers. The objective is to empower low income families out of poverty by focusing on children's education, family's employment and livelihood opportunities. SCC FSC continued with their outreach efforts and activities to build a FPP community. Training guide/learning journey was developed to support family partners and social workers in journeying with the family beneficiaries. Goal setting sessions were organised to engage family partners and beneficiaries in joint goal setting and co-creation of mutually agreed outcome and plans for the partnership.

In 2017 MILK co-developed **KeyStart Housing Stability Programme** with SCC FSC as an extended assistance to low income families with young children. Target beneficiaries are families residing at public rental flats who have aspiration to own a home and low income families who have owned a home but at risk of losing their home due to crisis. Being able to own and sustain a home helps families to build hope and improve their lives and that of their children. Growing up in a home-owning family will exert positive effects on children's development and outcomes as they will be able to perform better socially and academically through the benefits of better physical and social capital compared to living in a poverty or delinquent subculture. Assistance provided in the form of financial assistance, financial literacy coaching and other services to support families in accessing and sustaining home ownership. A joint committee was formed by MILK and SCC FSC to assess applications. Updates on progress of this programme will be reported in the coming year.

4. People for MILK (Mainly I Love Kids) Fund

MILK (Mainly I Love Kids) Fund depends on a special group of passionate volunteers who are dedicated to the cause of serving disadvantaged children and they receive no monetary remuneration for their contributions. Two staff assist with day-to-day operations.

Honorary Adviser:

Dr Sheryn Mah (since 2015), a founding member of MILK (previously President 2004 – 2015)

Executive Committee (Ex-Co) / Board Members:

Mrs Joy Balakrishnan (since 2004), a founding member of MILK, (previously Honorary Secretary 2004 – 2015)

Mr Stanley Tan (since 2004), a founding member of MILK

Ms Janet Lyn Yoke Chin (since 2006)

Mr Tan Wah Yeow (since 2008)

Members:

Mr Chua Kee Lock

Mr David Lim

Mr Douglas Foo

Mr Lee Lung Nien (Ex-Co Member: 6 October 2006 - 13 September 2017)

Mr Low Seow Juan

Mrs Laura Poh

Mr Yeo Cheng Boon

MILK office bearers:President

2015 - current : Mrs Joy Balakrishnan, a full time volunteer

Vice President

2004 - current : Mr Stanley Tan, a businessman

Honorary Secretary

2015 - current : Ms Janet Lyn Yoke Chin, a fellow of Institute of Singapore Chartered Accountants

Honorary Treasurer

2008-2012; 2014 – current : Mr Tan Wah Yeow, a fellow of Institute of Singapore Chartered Accountants

MILK Executive Committee Meetings in financial year 2017/2018

The Ex-Co held 4 meetings in the financial year. Attendance is reported as follows:

Executive Committee Member:	Attendance			
	1st meeting	2nd meeting	3rd meeting	4th meeting
Mrs Joy Balakrishnan	√	√	√	√
Mr Stanley Tan	√	√	√	√
Mr Tan Wah Yeow	√	√	√	√
Ms Janet Lyn Yoke Chin	√	√	√	√
Mr Lee Lung Nien	√			

5. Statutory Information

MILK (Mainly I Love Kids) Fund was set up as a society on 23 June 2004. It was registered as a charity under the Charities Act on 6 July 2004.

UEN.
T04SS0150L

Registry of Societies (ROS) registration number
ROS 187/2004 WEL

Charity registration number
1793

Governing instrument
Constitution

Institution of a Public Character (IPC) status
1 August 2004 - 30 June 2019

Registered and principal place of office

1 Lorong 2 Toa Payoh, #07-00 Yellow Pages Building, Singapore 319637

A member of

National Council of Social Service

Trustees of the property

Ms Janet Lyn Yoke Chin

Mr Yeo Cheng Boon

Bankers

Oversea-Chinese Banking Corporation Limited

DBS Bank Ltd

CIMB Bank Berhad, Singapore Branch

Independent auditor

Nexia TS Public Accounting Corporation

Committees

1. Audit Committee

Chairman Ms Janet Lyn Yoke Chin

Member Mr Yeo Cheng Boon

2. Programme and Service Committee

Chairman Mr Stanley Tan

Members Mrs Joy Balakrishnan

Mrs Laura Poh

3. Fund Raising Committee

Chairman Mr David Lim

Members Mrs Joy Balakrishnan

Mr Stanley Tan

Ms Natalie Balakrishnan

Governance Policies

Board governance

1. The Board / Executive Committee (Ex-Co) oversees MILK's affairs. Key matters for the Ex-Co include:
 - a. approving broad policies, determining strategies and programme objectives of MILK
 - b. accountability for the management of donations
 - c. approving and monitoring annual budgets
2. The Ex-Co meets at least twice a year and other deliberations/decisions are made via electronic methods.

Ex-Co composition

1. The Ex-Co comprises of 4 members, all of whom are independent.
2. Each member has been appointed on the strength of his/her calibre, experience and potential to contribute.
3. The Honorary Treasurer may be re-elected to the same post for a consecutive term of office and, not withstanding such consecutive appointments, cannot serve for a continuous period of more than 4 years.

Fund raising

1. The donations received are used in accordance with MILK's regulations and guidelines, unless stated for specific programmes.
2. We believe in keeping fund raising costs to the minimum so that the donations may go directly to the children and the programmes that support them.

Finance and audit

1. The finance and audit processes are closely monitored by the Ex-Co for adequacy of internal controls.
2. Financial statements shall be disclosed to the public and other stakeholders via the annual report or the website.

Conflict of interest and related party transactions

1. MILK has a conflict of interest or related party transaction disclosure process.
2. The concerned parties should declare and abstain from voting in any decisions involving related parties or potential conflict of interest.
3. The Ex-Co must be informed of all related party transactions and disclosure made in the annual report.
4. No appointment of paid staff with close relationship (i.e. those who are more than acquaintances) with current Ex-Co members shall be made unless with the unanimous approval of all Ex-Co members who do not have any conflict of interest.

Disclosure and transparency

1. Annual reports are prepared which include up-to-date information on MILK's programmes, activities and finances.
2. Audited financial statements and the annual reports are available at MILK's website for donors and other stakeholders.
3. Details of donations in kind, sponsored expenses and related party transactions would be disclosed in the audited financial statements and made available at MILK's website.

Programme objectives and principles

1. Vision: No child capable of developing into a contributing member of society will be marginalized because of disability, illness, poverty or social circumstances.
2. Mission: MILK reaches out to disadvantaged children and youth who fall through the cracks by focusing on advocacy, fund raising and working with our partners to implement programmes.
3. Principles:
 - We believe in working with committed partners to ensure that our programmes are transformational and meet needs that “fall through the cracks”.
 - We believe that our programmes must be responsive and compassionate.
 - We believe in good governance guided by transparency and integrity.

6. Acknowledgements

We are thankful to each and every donor/supporter, whose contributions go a long way in helping the disadvantaged children. Some of the organisations and individuals are:

Acadian Asset Management (S) Pte Ltd

Chew How Teck Foundation

Chua Kee Lock

Douglas Foo - Sakae Foundation

James Beeland Rogers, Jr. and Paige Parker

M+W Singapore Pte Ltd

Nigel Wong Hai Tor

SPH Magazines Pte Ltd

Te Lay Hoon Foundation

United Overseas Bank Limited

There are many other donors whose contributions have gone a long way in helping the disadvantaged children that we support. We are unable to mention all of them in this space, but we convey our heartfelt thanks and gratitude for your faith in our work.

7. Charity Council – Governance Evaluation Checklist FY2017/2018

We complied with 23 out of 23 applicable guidelines of the Code of Governance for Charities and Institutions of a Public Character (2011). The governance evaluation checklist is printed below.

No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
	BOARD GOVERNANCE			
A	Are there Board members holding staff appointments? (Skip items 1 and 2 if "No")		No	
1	If the governing instrument permits staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2		
2	Staff does not chair the Board.	1.1.2		
3	There is a maximum limit of four consecutive years for the Treasurer position (<u>or equivalent, e.g. Finance Committee Chairman</u>).	1.1.6	Complied	
4	The Board has an audit committee (or designated Board members) with documented terms of reference.	1.2.1	Complied	
5	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	1.3.1	Complied	
	CONFLICT OF INTEREST			
6	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	
7	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
	STRATEGIC PLANNING			
8	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	3.1.1	Complied	
9	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	
	HUMAN RESOURCE MANAGEMENT			
10	The Board approves documented human resource policies for staff.	5.1	Complied	

No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
11	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
	FINANCIAL MANAGEMENT AND CONTROLS			
12	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
13	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
14	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
15	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
B	Does the charity invest its reserves? (Skip item 16 if "No")		Yes	
16	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	6.4.3	Complied	
	FUNDRAISING PRACTICES			
17	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
	DISCLOSURE AND TRANSPARENCY			
18	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	8.1	Complied	
C	Are Board members remunerated for their Board services? (Skip items 19 and 20 if "No")		No	
19	No Board member is involved in setting his or her own remuneration.	2.2		
20	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2		
D	Does the charity employ paid staff? (Skip items 21 and 22 if "No")		Yes	
21	No staff is involved in setting his or her own remuneration.	2.2	Complied	

No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
22	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	
	PUBLIC IMAGE			
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	