



**Children's
Cancer
Foundation**

**ANNUAL
REPORT 2017**

CONTENTS

About Children's Cancer Foundation	1
Patron's Message	2
Chairperson's Message	3
Management Committee	4
CCF Integrated Service Model	5
Core Services	6
Service Overview	7
In the Hospitals	8
In the Community	10
Services for Affected Children	15
In the Homes	17
Specialist Clinic	18
Practice Research	21
Strategic Alliances and Research	22
Fundraising and Sponsorships	24
Volunteer Engagement	24
Public Education	25
Major Donors and Sponsors	26
2017 in Review	29
Code of Governance	30
Statement by Board of Management Committee Members and Financial Statements	31
Independent Auditor's Report to the Members of Children's Cancer Foundation	33
Statement of Financial Activities	35
Statement of Financial Position	36
Statement of Changes in Accumulated Fund	37
Statement of Cash Flows	37
Notes to the Financial Statements	38

Cover page design "Volunteers' Heart"

Volunteers from all walks of life provide sources of hope and love to Children's Cancer Foundation. When they come together to work on projects, chemistry and sparks (heat) are developed which creates melted crayons. The picture expresses their passion to create limitless possibilities. Hardened crayons imply strength holding on together. Every successful project is in turn a source of fulfillment and strength that radiates back to the volunteers.

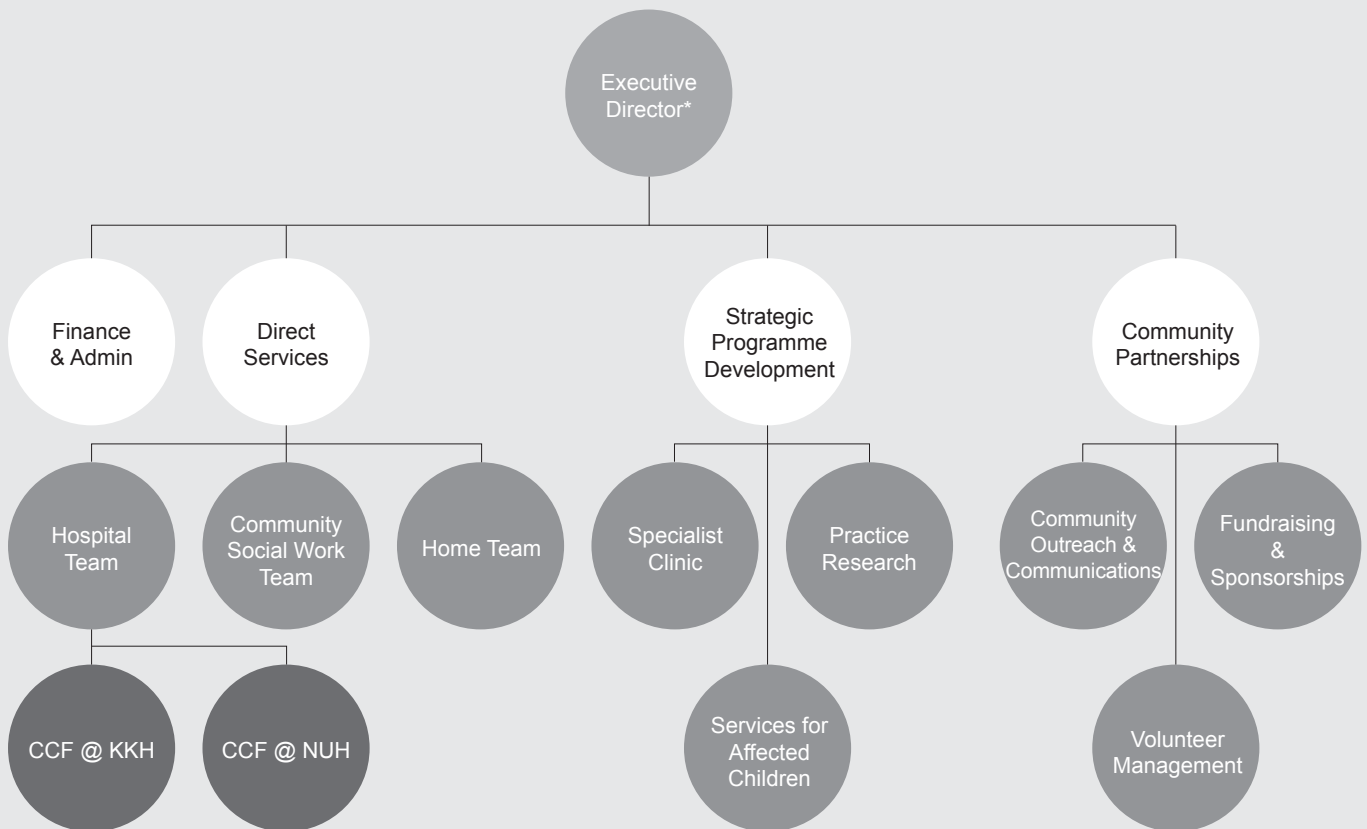
ABOUT CHILDREN'S CANCER FOUNDATION

Children's Cancer Foundation (CCF) is a non-profit organisation solely funded by public and corporate donations. Founded in 1992, CCF provides children with cancer and their families the much-needed support in their battle against the life-threatening illness. Over the years, CCF has helped close to 3,000 children at different stages of the illness and recovery.

Mission

To improve the quality of life of children with cancer and their families and children impacted by cancer through enhancing their emotional, social and medical well-being.

Organisation Chart



*Ms Neo Lay Tin was appointed as Executive Director of CCF on 1 February 2012.



PATRON'S MESSAGE



2017 marked a significant milestone for CCF as we commemorated 25 years of serving children with cancer and their families. The year also witnessed the 15th edition of CCF's flagship annual community outreach event – Hair for Hope.

Over the years, CCF has remained steadfast to its mission of improving the quality of life of children and families affected by cancer, anchored by strong community support for our cause. Staying on course and breaking new grounds in psychosocial care demonstrate CCF's tenacity and commitment in achieving the best outcomes for our beneficiaries.

2017 also saw the launch of two new collaborations inked with KK Women's and Children's Hospital (KKH), aimed at enhancing patient care and the quality of life of childhood cancer survivors. The holistic CCF Psychosocial and Supportive Care Programme for Paediatric Oncology integrated three complementary components, namely, neuro-psychosocial support, rehabilitation and dietetics and nutritional care. Its implementation has allowed patients to undergo screening for cognitive difficulties and

receive dietetics and nutritional care, as well as therapy for rehabilitation. For the first time, an out-patient neuro-psychology clinic was made available at the CCF Community Office.

The implementation of the CCF Paediatric Oncology Survivorship Programme has extended the work of the Singapore Childhood Cancer Registry database for the development of a comprehensive model of care for long-term follow-up and transition of care. Childhood cancer survivors can look forward to better supportive care to help them lead healthy and independent lives beyond the treatment phase.

Over at the National University Hospital, the opening of a new CCF playroom in the paediatric oncology ward has facilitated play and social engagement among the young patients while the new 24-hour CCF caregivers' lounge has provided a space within the ward for caregivers to unwind.

Having served as Patron of CCF for more than 20 years, I am very encouraged to see the growth in service offerings and psychosocial intervention. The organisation's core value of commitment to excellence has translated into a continuous pursuit to be the best in what we do and to deliver the best for those we serve.

Supporting a child with cancer requires a whole village. It goes beyond the medical fraternity to include the broader social ecosystem comprising families, schools, community services, volunteers, donors and a generous public. CCF's progress over the years would not have been possible without the dedication and support of many different stakeholders who have journeyed with our children and provided them with the opportunities to grow in strength and to realise their potential.

CCF's 25th anniversary tagline: *"Together we are stronger"* acknowledged the concerted efforts of everyone involved in helping our children. On behalf of our beneficiaries, I convey my heartfelt appreciation to all donors, sponsors, volunteers, partners, CCF Management Committee members and staff for making a positive impact in the lives of children and families impacted by cancer. Indeed, unity is strength. Together, we are stronger in winning the battle against childhood cancer.

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Childhood cancer survivors can look forward to better supportive care to help them lead healthy and independent lives beyond the treatment phase.

”

Associate Professor Ho Peng Kee
Patron

CHAIRPERSON'S MESSAGE



Swasthi Trinity Govinda Rajan was diagnosed with Acute Lymphoid Leukaemia in 2013. She was then nine years old. Last year, she penned down her thoughts on her cancer journey while attending our pilot song-writing and music composition Heartsongs workshop. After five sessions of

immersing in expressive arts modalities, Trinity confidently belted out her debut song "My Father's Word". In the song, Trinity narrated how she found strength and resilience to overcome the challenges she faced because of cancer. Her song also expressed her desires of bringing hope and encouragement to other children with cancer.

The Heartsongs workshop provided a platform for our children to turn their reflections into lyrics. Using expressive arts therapy, Heartsongs employed arts modalities such as music, movement and creative writing to help children process their world and manage their difficult emotions in a non-threatening way. Like Trinity, many of our beneficiaries have undergone various forms of specialist intervention offered by CCF.

We know that cancer diagnosis can throw life in disarray for

“

Since our founding, CCF has supported close to 3,000 children affected by cancer and their families.

”

a child and his/her family. There is tremendous emotional stress. Hence, avenues for self-expression and communications are crucial to help our beneficiaries cope with their struggles, fears and emotions.

In recent years, we have built our own in-house team of certified therapists to broaden and deepen our service offering. Now, 25 years since our founding, our suite of services includes a wide range of therapy: play, art, expressive arts, grief and family. We have also incorporated therapy elements in some of our programmes such as the children's and youth camps, and support groups for bereaved parents. Whether it is one-on-one therapy or group work, our specialists work with our beneficiaries to help them express their emotions, feelings and thoughts. Through these, we support growth, recovery, change and healing in our children and families.

CCF adopts an integrated hospital-community-home service model. We offer a continuum of holistic support, which addresses the psychosocial and emotional needs of our beneficiaries at every stage of their illness and recovery. You may read about our full range of services and the impacts we have made on our beneficiaries in this Annual Report.

Since our founding, CCF has supported close to 3,000 children affected by cancer and their families. We constantly monitor and review our programmes to ensure service quality and relevancy. We also conduct practice research to identify service gaps. By moving towards evidence-based practices, we seek to provide the best services and achieve the best outcomes for our beneficiaries.

Our beneficiaries do not journey alone. A multi-disciplinary team comprising the medical professionals, volunteers, CCF social workers, therapists and counsellors supports them. The many helping hands also include individuals and corporates whose generous contributions and donations have made it possible for CCF to sustain our services.

On behalf of the CCF Management Committee, I wish to express my heartfelt gratitude to donors, partners, sponsors, volunteers and CCF staff who have journeyed together with our children and their families all these years. Together, we are stronger!

Mr Ho Cheng Huat
Chairperson
Management Committee 2017

MANAGEMENT COMMITTEE



Second Row (Left to Right)

Dr Gilbert Fan (Committee Member), Ms Quak See Ten (Committee Member), Ms Bernadette Ng Chai Hia (Vice-Chairperson), Ms Caroline Lim Joo Peng (Honorary Treasurer), Ms Nancy Thio (Honorary Secretary), Mr Wong Yue Jeen (Vice-Chairperson), Ms Emily Sim (Committee Member)

First Row (Left to Right)

Mr Moh Hon Meng (Committee Member), Mr Benedict Leh (Committee Member), Mr Ho Cheng Huat (Chairperson), Mr Stanley Lim (Committee Member), Mr Go Ashokh Menon (Committee Member), Dr Chong Tsung Wen (Committee Member)

Management Committee

Chairperson: Mr Ho Cheng Huat
 Vice-Chairperson: Ms Bernadette Ng Chai Hia
 Vice-Chairperson: Mr Wong Yue Jeen
 Honorary Secretary: Ms Nancy Thio
 Honorary Treasurer: Ms Caroline Lim Joo Peng

Committee Members

Mr Benedict Leh
 Dr Chong Tsung Wen
 Ms Emily Sim
 Dr Gilbert Fan
 Mr Go Ashokh Menon
 Mr Moh Hon Meng
 Ms Quak See Ten
 Mr Stanley Lim

Patron

Associate Professor Ho Peng Kee

Advisors

Associate Professor Chan Mei Yoke
 Associate Professor Quah Thuan Chong
 Associate Professor Tan Ah Moy
 Dr Rosaleen Ow
 Dr Tay Miah Hiang

Conflict of Interest Policy

All Management Committee members and employees of Children's Cancer Foundation are required to read and understand the conflict of interest policy in place and make full disclosure of any interests, relationships and holdings that could potentially result in a conflict of interest. When a conflict of interest situation arises, the member/employee shall abstain from participating in the discussion, decision making and voting on the matter.

CCF INTEGRATED SERVICE MODEL

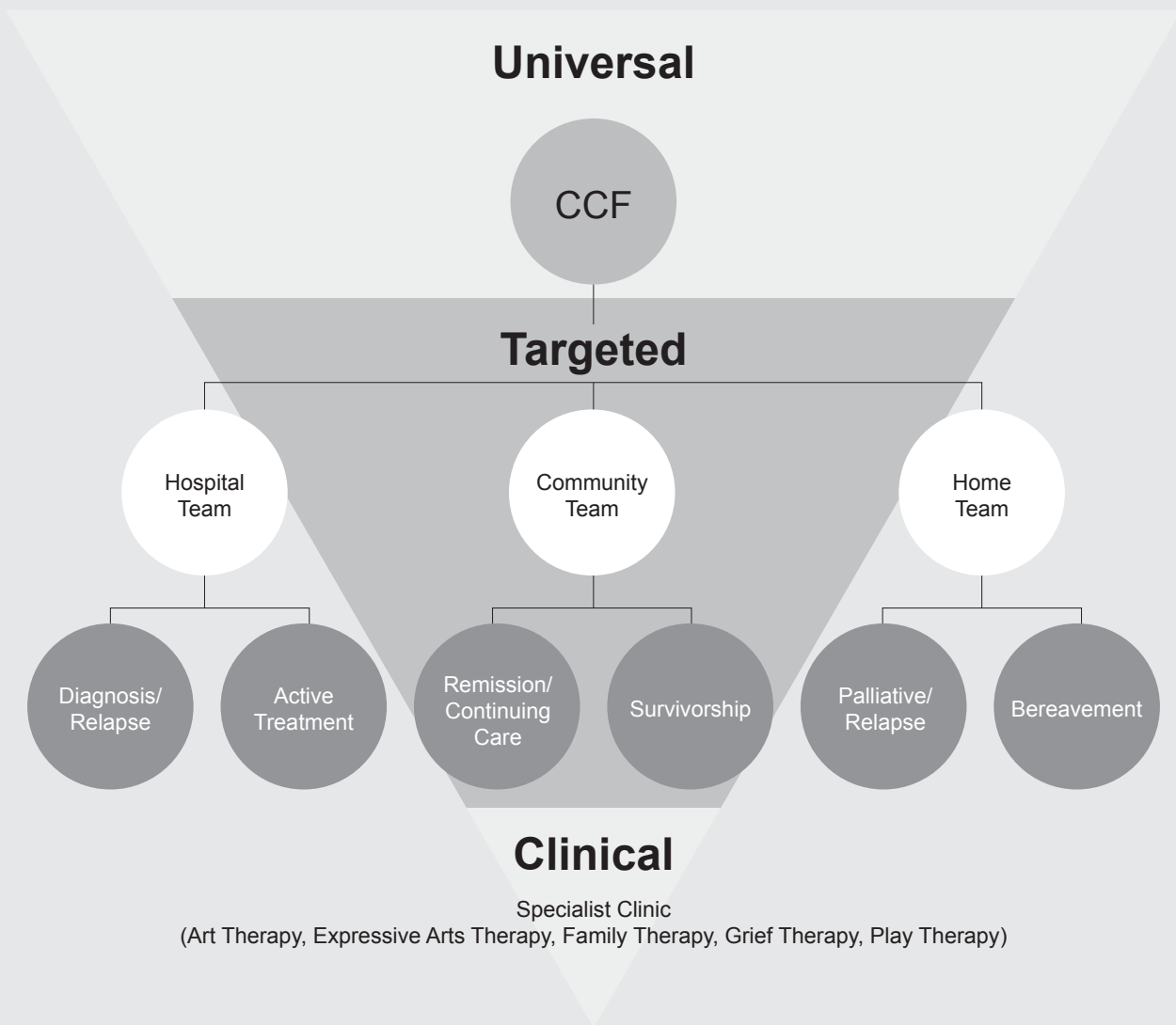
CCF adopts an integrated hospital-community-home service model to offer a spectrum of critical services to our beneficiaries.

In the Hospitals - CCF helps children who are newly diagnosed with cancer and undergoing active treatment with their hospital experience. We offer emotional, financial and social support, with a focus on therapeutic play and psychotherapy for the children and support activities for their caregivers. Our caseworkers and counsellors are sited in KK Women's and Children's Hospital (KKH) and the National University Hospital (NUH) to work alongside our medical partners in the paediatric oncology wards.

In the Community - With more children surviving childhood cancer, the CCF Community Social Work Team provides continual care to help enhance the quality of life for survivors. We help children return to school and support

children affected by a family member who is diagnosed with cancer. In collaboration with corporate partners, we offer social and recreational activities for the children and their families. We continue to monitor and support survivors who have to cope with long-term side-effects due to the treatment of cancer.

In the Homes of the Children - When a child is at the end stage of his/her life, it is a tremendously challenging time for the dying child and the family members. Palliative and bereavement support are critical services provided by CCF professionals to improve the quality of life of the affected families.



SERVICE OVERVIEW

Casework and Counselling Service

Caseload

Families supported: 510

Newly diagnosed: 137

Bereaved: 33

Casework

Casework sessions: 8,854

Counselling sessions: 3,361

Home visits: 596

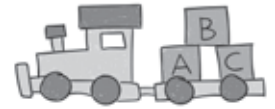


Back-To-School Service

Beneficiaries who received school-based support: 59

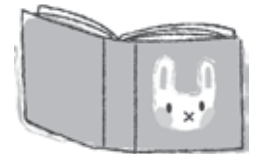
Classroom talks conducted: 19

Sessions with school personnel: 131



Back-To-School Award Scheme

Recipients: 89



Financial Assistance

Families supported: 68

Approved applications: 137



Place for Academic Learning and Support (PALS)

Students supported: 40

Students who transitioned to mainstream schools: 25



Therapeutic Play Sessions

Medical play: 326

Expressive play: 298

Developmental-supportive play: 261

Other therapeutic play: 26



Siblings Support Service

Number of beneficiaries: 47

Casework sessions: 137

Counselling sessions: 72

Therapeutic play sessions: 253

Home visits: 227



Hospital Play Service

Supervised Play: 900 sessions

Bedside Play: 612 sessions

Child Life Services: 713 sessions



Specialist Clinic

Art Therapy

Number of sessions: 325

Play Therapy

Number of sessions: 189

Art Therapy Open Studio

Number of sessions: 78

Expressive Arts Therapy

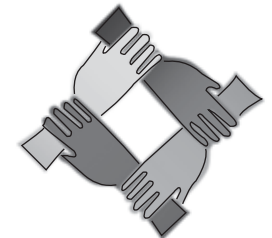
Number of sessions: 11



Caregivers Support Service

112 Caregivers Massage Sessions - 523 participants

28 Time for a Caring Chat (TCC) sessions - 115 participants



Children Impacted By Cancer

Beneficiaries: 139

Casework sessions: 484

Counselling sessions: 311

Therapeutic Play sessions: 627

Home visits: 584



Palliative and Bereavement Service

11 Wishlink projects - 75 participants

9 Legacy Building projects - 308 participants



IN THE HOSPITALS



CCF@KKH and CCF@NUH are our first point of contact with children who are newly diagnosed with cancer and their families when they are referred to CCF for support and follow-up. Our caseworkers and counsellors work alongside the medical team in the paediatric oncology wards to support children undergoing active treatment.

Families face many challenges, such as emotional stress and disruptions to routines and employment. CCF offers emotional, financial and social support, with a focus on therapeutic play and psychotherapy for the children and support activities for their caregivers.

HOSPITAL PLAY SERVICE

Children and youths on cancer treatment are confronted with frequent healthcare experiences such as hospitalisation and invasive medical treatment. Their normal daily life, which includes school and after-school activities, outdoor and recreational play opportunities and chances to interact with others, is disrupted. CCF's Hospital Play Service aims to promote children's normalcy and overall well-being through the provision of various play activities in the playroom.

Together with the help of volunteers, CCF offers various entertainment and enrichment activities and celebrates festive events and birthdays in the hospital with the beneficiaries and their families to promote normalcy in the midst of their treatment. Caregivers' participation in these activities also helps foster bonding between parent and child.

In 2017, CCF opened a new playroom in the NUH paediatric oncology ward to cater to the children and youths who are undergoing treatment. The new playroom provides the beneficiaries with a safe space to play and engage in social interaction. The playroom also offers a wide range of resources for loan, ranging from toys to electronic media resources.

900
supervised play sessions

612
bedside play sessions

79
hospital enrichment and entertainment activities

37
birthday treats and festive celebrations

6,044
loans of books, toys, media equipment and other resources





CHILD LIFE SERVICE

A cancer diagnosis changes the life of a child or adolescent and their family. It plunges them into a journey of uncertainty filled with hospital visits and painful medical procedures. This journey, however, does not have to end in despair and can be the beginning of life, hope and growth.

The CCF Child Life Specialist accompanies the young patient through the hospitalisation and treatment journey and provides avenues for the child to:

- Make sense of the stressful and potentially traumatic, difficult and unexpected events he or she may experience
- Find mastery and inner healing
- Develop effective coping strategies to manage these difficulties
- Find an improved sense of overall well-being (emotional, developmental, psychological and social)

Within the context of a therapeutic relationship and while working closely with the multi-disciplinary team in the hospitals, CCF aims to increase age-appropriate understanding of illness and treatment, enhance positive hospital-related experiences, strengthen the child's coping behaviour and mastery over medical and treatment procedures. These are done through therapeutic play, medical play, procedural play and psycho-education. CCF also helps the children adjust to bodily changes and changes to significant relationships and lifestyle while supporting normal growth and development through expressive play and developmental-supportive play.

CAREGIVERS SUPPORT SERVICE

The Caregivers Support Service aims to enhance the coping of caregivers by addressing their practical needs, offering medical and psychosocial information, encouraging mutual support among caregivers and providing opportunities for self-care.

Caregivers Massage Sessions

These are conducted weekly at CCF@KKH and CCF@NUH to enhance the well-being of caregivers by providing them with opportunities for self-care as they attend to the needs of their children at the hospitals.

112
caregivers massage sessions

523
participants

Time for a Caring Chat (TCC)

TCC is an open parent support group at CCF@KKH and CCF@NUH that provides information to caregivers on the medical and psychosocial aspects of their child's illness. Facilitated by social workers and healthcare professionals, the support group also serves as a platform for caregivers to share their experiences and exchange caregiving tips.

28
TCC sessions

115
participants

Caregivers Resource

This consists of a starter pack and guidebook that are distributed to caregivers of children newly diagnosed with cancer to address their practical needs. The starter pack contains useful and practical items such as anti-bacterial wipes, food warmer and face masks to help caregivers cope with their new caregiving responsibilities. The guidebook provides caregivers with important medical and psychosocial information pertaining to childhood cancer.

146
caregivers resource packs distributed

CCF@NUH Caregivers Lounge

Located at Ward 8B, Kent Ridge Wing, the new caregivers lounge is a space for caregivers to unwind. Open 24 hours a day, it allows caregivers to relax in the lounge. There are also books for browsing and a laptop for caregivers' use. A coffee and beverage machine is situated nearby for caregivers to enjoy a warm cup of drink in the comfort of the lounge.



IN THE COMMUNITY



Beyond the treatment phase, the CCF Community Social Work Team provides continual care to help enhance the quality of life for survivors. We prepare children for their reintegration back to school and continue to support survivors who have to cope with late effects due to cancer treatment. Our survivorship programmes are aimed at helping children and youths realise their potential.

In collaboration with corporate partners, we offer social and recreational activities for the children and their families to promote family bonding. We also extend support to children affected by a family member who is diagnosed with cancer.

CAREGIVERS SUPPORT SERVICE

Parents of survivors continue to face challenges after the intensive cancer treatment phase and will need to be supported. Having formal platforms such as support groups, organised talks and workshops will provide them with such opportunities.

Parents Connect

Previously known as Parent Ambassador, the programme was renamed as Parents Connect in 2017 to reflect the expansion of activities for this group of parents, beyond the role of a Parent Buddy.

These parents require continued support and formal platforms to provide them with opportunities to gather together to hear from paediatric oncology professionals and discuss issues related to caregivers' coping and survivorship that can impact caregiving.

Parents Support Group

From August to October 2017, CCF conducted six sessions for nine caregivers whose children experienced late effects that result in auditory, visual, motor or sensory limitations. The support group aims to provide parents with a short respite from caregiving duties, while sharing experiences and information with other parents who have similar concerns.

Parent Buddy Programme

The Parent Buddy Programme provides an opportunity for caregivers to pay it forward. Caregivers whose children have completed treatment are matched as buddies to caregivers of children who are newly diagnosed. Parent buddies also conduct hospital visits to provide support to caregivers in the hospitals. Six parents were successfully matched with a buddy and 21 parent buddies attended the hospital visits on 22 April and 7 October 2017.

The parent buddies found the hospital visit meaningful as it empowered caregivers with a positive mindset about the treatment journey. Patients also benefitted from the sharing of information by parent buddies.

Family and Parents Support Services

A workshop for parents was held on 14 October 2017, where they were taught yoga and meditation as a means of self-care. They also learnt how to observe their thoughts and let go of stressful ones, along with basic yoga poses for detoxification and relaxation exercises. All parents agreed that the workshop provided them with ways to cope with caregiver stress and gave them the time and space to focus on themselves.





SCHOOLING PROGRAMME

Returning to school is an important step to re-establish normalcy for children and youth cancer survivors. A smooth transition back to school promotes continuity in their psychosocial and academic development. The CCF Schooling Programme supports the child's smooth transition in returning to school.

Children and Youth Support Services

CCF offers a range of services to support children and youth with cancer with their learning and academic needs. To facilitate the child's return to his/her school, services include conducting school visits and classroom talks, as well as engaging the school authorities, teachers, counsellors and classmates to support the child's unique needs that are deserving of special considerations. By engaging in regular dialogues with the caregiver, the child's academic, social and emotional well-being is carefully monitored to ensure that he or she is adjusting well to the school environment.

After a child has transited back to school, support from CCF will still continue, such as through conducting workshops or offering support services to meet the child's social and learning needs. Caseworkers also work directly with the child to address any anxiety or issues of returning to school after a long absence.

Place for Academic Learning and Support (PALS)

To facilitate a smooth school reintegration for children with cancer, CCF's learning centre, PALS, serves as a transitional platform to bridge the learning gap between the treatment phase and normal schooling routine.

PALS provides a safe learning environment by adopting infection-control measures. A holistic curriculum enhances the students' competencies both academically and psychosocially in preparation for their eventual return to school. Apart from academic coaching, PALS has fortnightly therapeutic group work and psychosocial education as well as Funfit and enrichment activities for the students.

In 2017, PALS supported 40 students. 25 students transited to mainstream schools.

CCF Education Awards

The awards programme seeks to offer assistance and recognise the academic performance of beneficiaries who have undergone cancer treatment and returned to school. In 2017, the Back-to-School Award was renamed as CCF Education Awards to better reflect its recipients, which included those who were back to school for the first five years and also those who continued to excel in their academic pursuits and did well in national examinations. Included in the 89 awards given out in 2017 were the new Polytechnic / University awards under the Achievement Awards category. The CCF Education Awards Ceremony was held at KKH Auditorium on 3 June 2017.

Total Amount Disbursed: \$50,900

- 20 Bursaries: \$7,800
- 28 Scholarships: \$12,800
- 2 Good Progress Awards: \$500
- 14 PSLE Achievement Awards: \$6,000
- 1 N-Level Achievement Award: \$600
- 13 O-Level Achievement Awards: \$12,200
- 4 A-Level Achievement Awards: \$3,800
- 7 Polytechnic/University Achievement Awards: \$7,200

59
received school-based support

19
classroom talks

131
schools sessions with school personnel

39
participated in back-to-school group work

89
education awards



SURVIVORS SUPPORT SERVICE

CCF provides continual support to childhood cancer survivors as they move into the next phase of life after treatment. Personal development programmes render support to the survivors in their pursuit of personal growth and realising their potential by increasing self-awareness, self-efficacy, knowledge and skillsets in line with their strengths and interests. At the same time, these programmes also create a social and learning platform for the community to connect, bond and foster friendships. Survivorship programmes address their developmental and emotional needs as they embark on the road towards normalcy. In addition, these programmes aim to instil in survivors the importance and awareness of healthcare and psychosocial needs and to impart knowledge that will help survivors manage the impacts or late effects of cancer treatment.

PERSONAL DEVELOPMENT PROGRAMMES

We are Surventure!

This seeks to empower childhood cancer survivors and help them build a positive self-concept and gain insights to better cope with life challenges by stepping out of their comfort zone. The programme aims to increase their psychosocial adaptation and provide them with an opportunity to connect with fellow survivors. Themed "Clip and Climb to the Top", the three-hour programme took place at Let 'em Play on 19 August 2017. 20 youths, aged between 11 and 18, participated in the programme.

Youth Camp

The 2-day 1-night camp held at D'Resort @ Downtown East from 4 to 5 September 2017 was attended by 21 youths, aged between 13 and 25. Themed, "Past, Present, Future", the youths gained insights into their past, assessed their present lifestyle and prepped for the future through a series of thoughtfully planned activities. These include STOMP music-making, Animal-Assisted Therapy and dragon boating.

The youths felt enriched with a new perspective towards life and walked away with newly forged friendships. Participants also picked up self-coping skills to better prepare them for the future.

Opportunity Fund

The Opportunity Fund is dedicated to helping survivors learn and develop new lifelong skills or knowledge. Through this, CCF beneficiaries are able to develop or enhance a specific set of core skills that give them an edge in realising their fullest potential. Two recipients benefitted from this fund in 2017.

Survivors' Service Learning Project

This serves as a platform for youth survivors to be empowered and be reflective through their participation in community service learning projects. The shared experience of being a childhood cancer survivor enables them to feel a sense of inclusion and normalcy, as they



collaborate and complete tasks together. In a collaborative project with the National Cancer Society Malaysia (NCSM) and Melaka Hospital, five youth survivors aged between 17 and 26, visited Melaka, Malaysia from 14 to 17 June 2017. They brought joy to the patients and survivors through arts and crafts and storytelling. They also organised a dinner party for the beneficiaries of NCSM. By sharing their cancer journey, they became beacons of hope to the newly diagnosed patients and their caregivers.

KiDzConnect

KiDzConnect offers various activities to childhood cancer survivors to build their social skills through common experiences and to stay connected with each other. In 2017, KiDzConnect bonded 28 beneficiaries and their siblings between the ages of five and 12 through four newsletters and three activities, namely, outing to the zoo, rock climbing and pasta chef workshop.

YouthConnect

YouthConnect promotes social interaction among youth childhood cancer survivors aged 13 to 35 through regular social gatherings and events. The youths are also given opportunities to contribute to the community. In 2017, the youths met up on a quarterly basis, of which, two of the gatherings were organised by themselves. They were also given volunteering roles such as emcees, event planners and logistics support personnel during CCF events. There were 69 YouthConnect members as at December 2017.



Photovoice

Photovoice is an ongoing therapeutic photography project that encourages reflection. On 1 and 2 July 2017, the youth survivors used photography as a tool to explore feelings and thoughts on their cancer experiences and life.

SURVIVORSHIP PROGRAMMES

Medical and Survivorship-related talks and workshops

Aimed at helping childhood cancer survivors cope with anxieties revolving around the impacts or late effects of cancer treatment, these sessions also seek to build a support group where survivors can provide mutual encouragement, comfort and advice.

On 23 September 2017, CCF conducted its first of such talks, titled "You & Me: A Billion Emotions" which focused on intimacy and relationships, covering topics such as four steps to love yourself, rebuild relationships and coping with rejections in relationships affected by post-treatment effects.



Guest speakers, Associate Professor Tan Poh Lin and Dr Susan Logan from National University Hospital (NUH) discussed the potential survivorship issues impacting relationship-building, while relationship coach Mr Vincent Soo offered practical tips in building new relationships with self and others.

Nine youth survivors above the age of 16 attended the inaugural workshop.

Peer Bonding Programme

This programme aims to normalise socialisation issues faced by children with cancer and encourage social support and understanding from their friends. In a bid to foster peer support, 14 CCF beneficiaries were given the opportunity to invite a friend along for laser tag and other interactive activities at The Cage Kallang on 18 November 2017.

HeartSongs

An Expressive Arts Programme launched in 2017, the HeartSongs programme helps survivors realise their talent in performing arts such as music, drama and dance. As part of the programme, a songwriting and music composition workshop was conducted to provide participants with an opportunity to tell their stories about cancer. Five youth survivors participated in the first run of HeartSongs, which comprised five sessions held between March and April.

Different arts modalities, including lyrics analysis and reflective writing, were used to help the youths consolidate their experiences. The participants then had the opportunity to work with a songwriting instructor to compose their songs and put the lyrics written by them to music.

End of Treatment Party

This is a platform for children and youths to celebrate the end of their treatment with their caregivers and significant others who had supported them during their cancer journey. 28 families totalling 122 participants attended two End of Treatment Parties that were held on 29 April 2017 and 16 December 2017.





PSYCHOSOCIAL EVENTS

Psychosocial events provide a platform of mutual understanding and support for survivors and families. In each event, carefully chosen psychosocial elements such as exploring coping methods, instilling resilience skills and identifying one's own strengths are conducted to help survivors and families confront the many issues that arise during the difficult journey as well as enhance the quality of their lives.

CCF Family Day

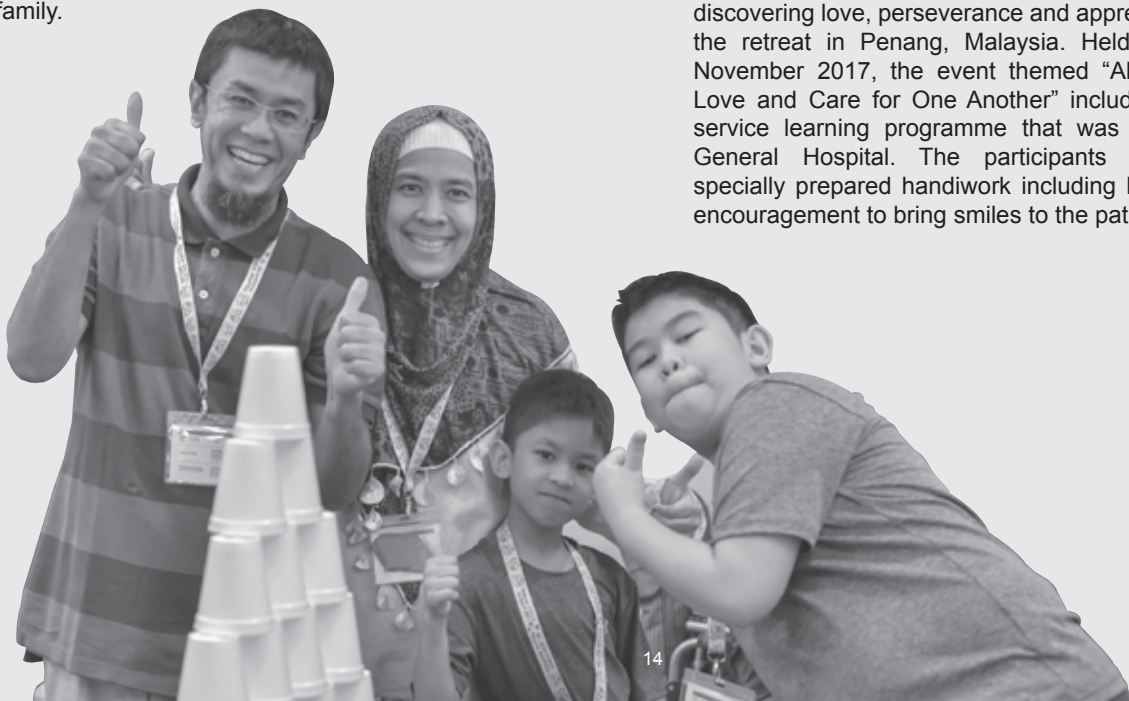
The Family Day is an annual event for CCF beneficiaries and their families to interact and bond. The event incorporates psychosocial elements that promote positive family values and strengthen resilience in families impacted by childhood cancer. The theme for CCF Family Day 2017 was "Staying Fit and Having Fun Together!" A total of 20 families, comprising 88 participants, participated in the event held on 15 July 2017 at Katapult Trampoline Park. Each of the station games allowed them to reflect on the challenges and struggles they had faced as a family and to identify the strengths that helped them stay resilient. The activities also instilled in them the importance of staying fit and working towards a healthy lifestyle as a family.



CCF Annual Family Retreat

The Annual Family Retreat strengthens family ties and increases psychosocial support for the families through therapeutic activities. It also offers families the opportunity to contribute and interact meaningfully with other children and families affected by cancer in the region.

In 2017, CCF reached out to families whose child has physical limitations due to cancer treatment. 30 participants from nine families embarked on a journey of discovering love, perseverance and appreciation as part of the retreat in Penang, Malaysia. Held from 25 to 28 November 2017, the event themed "Aloha Ohana! We Love and Care for One Another" included a community service learning programme that was held at Penang General Hospital. The participants distributed their specially prepared handiwork including heartfelt notes of encouragement to bring smiles to the patients.



SERVICES FOR AFFECTED CHILDREN

VERY IMPORTANT BROTHERS AND SISTERS (VIBS) PROGRAMME

When a child is diagnosed with cancer, the entire family is affected, including siblings of children with cancer. Siblings must contend with multiple losses such as reduction in parental attention and social activities, as well as changes in the family routine. Thus, siblings often experience an overwhelming array of emotions which may manifest in behaviours like tantrums, withdrawal from the family or declining school grades. Conversely, when a sibling's needs and emotions are adequately addressed, he or she can grow to become children with greater empathy, resilience and have closer relationships with their family.

As such, CCF's Siblings Support Service, also known as Very Important Brothers and Sisters (VIBS), aims to support, honour and empower siblings so that they may face the future with resilience in the aftermath of their brother's/ sister's cancer diagnosis.

Siblings' Day



This is a day dedicated to affirming siblings' strengths and resilience in coping with the impacts of cancer in the family and facilitating peer support. "Let's Go, Superheroes!" was the theme for Siblings' Day held at Bricks 4 Kidz in Toa Payoh SAFRA on 18 November 2017. Together in teams, 20 siblings participated in various LEGO building challenges aimed at building their creative problem-solving skills and self-confidence in coping with the challenges in the cancer journey.

47
beneficiaries

137
casework
sessions

72
counselling
sessions

253
therapeutic
play sessions

227
home visits

Hearts Connect

This is a parent-child bonding programme aimed at strengthening the parent-child relationship amidst the impacts of cancer. Held on 25 March 2017, the 'Hearts Connect' workshop saw 10 families coming together for a fun-filled bonding time through game stations and activities based on the concept of 'communication and love'. The workshop reinforced and encouraged families to consistently express love to one another and spend quality time together.

Siblings on a Mission

This hospital psycho-educational tour was conducted for 12 siblings at KKH on 26 August 2017. The guided hospital tour aims to empower the siblings to cope with the impacts of childhood cancer in the family by helping them understand the diagnosis and treatment process. In conjunction with the tour, a caregiver's workshop was conducted concurrently for six caregivers. This workshop aims to increase the caregivers' understanding of siblings' psychosocial needs and equip caregivers with strategies to support siblings in their coping with the impacts of childhood cancer in the family.

VIBS Pack

The VIBS Pack aims to provide siblings with a form of recognition and minimise their feelings of being left out due to their siblings' diagnosis. In our VIBS Pack for school-going siblings, there is a book titled "Jackson's Diary", which tells the story of a boy who has a sibling with cancer and the feelings he experienced in his journey. Many siblings have expressed a deep connection with the book and the shared experiences of being a sibling of a child with cancer. 36 packs were distributed to siblings in 2017.

VIBS Got Mail

VIBS Got Mail promotes communication through letter writing among children with cancer, their parents and siblings during the patient's hospital stay. We mailed 64 letters to 98 siblings, who were delighted to know that they were loved and remembered by their parents, brothers and sisters in the hospital.



CHILDREN IMPACTED BY CANCER (CIC)

When a caregiver is diagnosed with cancer, it can have a profound impact on the family, especially the children. Children may experience a disruption in their routines, separation anxiety, fear of losing their caregivers, depression and poor family cohesion. Yet, despite being the main source of parental concern, children can often be the forgotten voice in the family, as their caregivers undergo tremendous stress in coping with the impacts of the illness.

Leveraging on CCF's experience and expertise in providing psychosocial care for children with cancer, we introduced the CIC Programme in 2013 to support children whose caregiver has cancer. We support these children through home-based interventions such as psycho-education, counselling and therapeutic play.

CIC also works with CCF's Specialist Clinic to provide play-based therapeutic group work for the bereaved children, under the Childhood Bereavement Programme. The programme aims to provide a safe platform for the children to honour and remember their deceased loved ones together with their surviving caregivers and family members.

Mementoes

This is a therapeutic tool kit developed to deepen the relationship between the children and their caregivers. It includes four different sets of activities to facilitate the intimate dialogue: "I love you", "I am sorry", "I forgive you" and "thank you". The activities and items created have helped the children feel closer to their caregivers. They were also reminded of the life-giving bonds with their caregivers.

Families for Life

With the aim of fostering the family's sense of identity, this new programme provides a special space for families to share stories and create symbolic representations to be captured in a family portrait. It kickstarted with a family of two children whose father took up gardening since his diagnosis of cancer. The children had the opportunity to learn about their father's art of gardening and his life values from hearing stories of how their father grew up with a love for gardening and seeing how he cared for the garden. The family took their portrait with their father's garden as the backdrop to remind them of their father's tender loving care.

139
beneficiaries

311
counselling
sessions

484
casework
sessions

627
therapeutic
play sessions

584
home visits



IN THE HOMES

PALLIATIVE AND BEREAVEMENT SUPPORT

It is extremely difficult and painful for family members to cope with caring for children with poor prognosis or are at the end stage of life. CCF offers palliative and bereavement support to improve the quality of life of the affected families.

CCF introduced palliative and bereavement care in 2009 to help children with poor prognosis and their families in their coping with medical, emotional, social and financial challenges.

Legacy Building Programme

Research has shown that legacy-building among children with cancer and their caregivers has brought lasting happiness and joy to the family. It reassures them that their loved one is not forgotten and despite the child's absence, the continuing bond with the caregivers remains.

9
legacy building
projects

308
participants

With this in mind, CCF Legacy Building Programme hopes to:

- Provide a more positive, creative and artistic way for children with cancer and their families to make meaning of their tough journey with the intent to facilitate resilience in adversity.
- Improve family bonding and communications.
- Reduce caregivers' distress and bring solace to bereaved families through fond memories and remembrance of their loved ones.

Wishlink Programme

The CCF Wishlink Programme seeks to facilitate family bonding and meaningful memories that are created among children with poor prognosis, their families and any significant others, through fulfilling the wishes of these children.

11
wishlink projects

75
participants

The video and photobook capturing the child's movement, voice and interaction with the family – presented to the child's family after the Wishlink experience – serve as tangible tokens in helping bereaved parents sustain a continuing bond with their deceased child.

Bereavement Kit

Following the loss of the child, surviving families seek to appraise the meaning of the loss and establish a continuing bond with the deceased child. Photographs and videos of the deceased child, or other cherished personal belongings are tangible symbolic items that aid in strengthening the surviving parents' connection with their deceased child.

CCF's Bereavement Kit comes in helpful in supporting the families of the dying child during the anticipatory grief period, right through the first year of bereavement following the death of their child. The Bereavement Kit includes CCF publications on loss and grief.

Bereavement Open Support Group: Love Continues

Love Continues was launched in the second half of 2017 and it adopts an open group concept that aims to:

- Promote acceptance and learning together in living with loss and grief
- Provide bereaved caregivers with a support network through sharing of experiences
- Allow the group to continue friendships in their transition from becoming past-oriented to present and future-oriented

4
support group
sessions
32
participants

Love Continues is held once a month and participants may attend any of the sessions throughout the year. This new programme utilises creative arts as therapeutic tools to help bereaved caregivers integrate the reality of the loss into the ongoing story of their lives, while also reconstructing their continuing bond with their loved ones.

Love Leaves a Memory

Love Leaves a Memory is a six-session group therapy that aims to provide support for bereaved caregivers' coping with the loss of their child. Coming together with others who have experienced similar loss, participants were invited to reflect on their grief journey through the creative processes. The process of art and symbolic meaning-making releases the tension of grief and facilitates expression of emotions.

Activities during the session include using symbol works and photographs in narrative sharing; expressing emotion using clay works; meaning-making and continuing bonds through objects and collage; meaning-reconstruction; sense-making and discovering their growth through grief with group mandala.



SPECIALIST CLINIC

The Specialist Clinic offers children with cancer and their families, as well as youth cancer survivors outlets for them to express and handle their emotions, feelings and thoughts through various therapies including Art Therapy, Family Therapy, Expressive Arts Therapy, Family Therapy, Grief Therapy and Play Therapy.

PLAY THERAPY

Play is a child's natural means of expression. Unlike regular play, play therapy helps children address and resolve their own problems and provides a platform for them to express their feelings towards their experiences. Through this creative intervention, the play therapist is able to help children cope with difficult emotions and find solutions to their problems by playing a catalytic role in bringing about a positive change in the way children think and feel. Besides working individually with the child, the play therapist may also include parents in their intervention. The play therapist works directly with the parent to enable them to conduct special non-directive play sessions with their child to strengthen the parent-child relationship.

23
beneficiaries

189
sessions

144
home sessions



CHILDHOOD BEREAVEMENT PROGRAMME

The Childhood Bereavement Programme - the LIFE Series – provides a platform for children to Leap over the adversities of loss, Illuminate their inner resilience in grief, Foster a safety net for their growth and Envision their lives ahead with hope, despite having lost their main caregiver during their growing up years. In 2017, we invited caregivers to a concurrent workshop while the children made pizzas to commemorate their deceased family member. The caregivers workshop had an additional aim of facilitating the expression of their love and support for their child in this grief journey. The event was titled “Chef of Life” as the children took on the role of a chef to make pizza in loving memory of the family member they have lost.

28
children

17
adults



Somatic Experiencing Play Therapy (SEPT)

SEPT was piloted in 2017 to facilitate healing from trauma. It begins with the understanding that trauma occurs first in the body and instincts, before spreading to the minds, emotions and spirits. The child may have difficulties in bonding, sleeping and experience overwhelming physical sensations or distress. When the therapist can help the child discharge residual survival energy, he/she is no longer frozen in fear. The child can begin to feel reconnected with his/her caregiver, reinstate his/her optimal arousal state and recover emotionally. This is a new early intervention programme for children below the age of three and who are affected by their hospital experiences such as invasive medical and surgical procedures or other routine or emergency medical intervention.

3
beneficiaries

3
sessions



ART THERAPY

Art Therapy is a form of psychotherapy that uses creative process with different art materials to help clients explore and express thoughts, feelings and concerns. Through a three-way therapeutic relationship between the individual, the therapist and the artwork, art therapy supports growth, effects change that leads to healing.

30
beneficiaries
325
sessions
238
home sessions



Open Art Studio

CCF started open art studio in 2014 at the outpatient clinics at KKH and NUH. Through art-making processes and interactions with one another, beneficiaries make sense of their shared experiences and emotions while providing support to each other.

216
beneficiaries
78
sessions



Paint Pals

This programme connects beneficiaries who are in prolonged hospitalisation or treatment in isolation wards as they share their experiences and encourage each other through images and words. The programme aims to reduce psychological isolation experienced by inpatients by connecting them through artwork exchanges via mail between KKH and NUH.

11
beneficiaries



Photovoice

This is a project that helps youth survivors reflect and express their perceptions, values or insights about cancer experiences and life through photography. By providing an avenue for survivors to express themselves, the workshop aims to inspire meaning-making using photo-interactions in group-work.

14
beneficiaries



Love Leaves a Memory

This is an eight-session group therapy that provides support for bereaved caregivers to cope with the loss of their child. Through grief psycho-education and art therapy, participants learn about grieving styles, stressors and coping, and engage in a reflection of their grief experiences and emotions.

6
beneficiaries

6
sessions

EXPRESSIVE ARTS THERAPY

This was introduced in 2016 and adopts an integrated approach by using a range of art modalities – music, dance/movement, drama, visual arts and poetry/creative writing, as a tool for psychotherapy. The Expressive Arts Therapist uses an inter-modal approach in shifting from one art form to another within a supportive, therapeutic environment to help children and youth process their world and manage their difficult emotions in a safe and non-threatening manner.

11
sessions

10
beneficiaries

Group Work for Children with disabilities

Group expressive arts therapy for survivors of childhood cancer was started in 2017, with the aim of building self-awareness and self-esteem and promote self-expression. The therapy is for those who have hearing, visual, physical and/or sensory limitations as a result of cancer and late effects from treatment. The 6-session group work, named Heroes vs Monsters, was attended by five participants aged 8 to 10 years, over 12 weeks.



FAMILY THERAPY

A family can be a pillar of support and source of love for family members but sometimes relationships between members are strained when a member of the family falls ill. Through Family Therapy, family members are guided to use their strengths to manage transitional stages or stressful life events such as a serious illness or a death of a family member.

Family Therapy, also known as Family and Systemic Psychotherapy, aims at helping individuals to:

- Process feelings and thoughts resulting from pre-existing relationship issues with significant others
- Reassess the nature of the difficulties experienced
- Express their feelings and thoughts safely to the people who are significant to them



GRIEF THERAPY

Experiencing major life changes, loss and death of loved ones can be very painful and lead to grief. Grief comes in many forms – negative feelings such as sadness, guilt and anger, or a sense of meaninglessness. Many times, these emotions surge unexpectedly and may be too overwhelming for individuals to bear. This often leads to confusion and frustration for those experiencing grief. These are normal reactions to a significant loss.

Grief Therapy is a specific form of therapy for grief and loss. The objective of the therapy is to help the grieving person:

- Process feelings and thoughts resulting from the loss
- Cope with the resulted changes and normalise life after the loss
- Embrace memories and make meaning out of the loss

PRACTICE RESEARCH

Research in CCF complements the organisation's vision to offer quality services with high standards to our beneficiaries through the provision of evidence-based practices and evaluation of current services. This is to ensure that our practice is of quality and relevance and that the needs of our clientele group are adequately met.

NEEDS OF CHILDREN WITH CANCER RETURNING TO MAINSTREAM SCHOOL

In 2017, CCF conducted a study to explore the schooling needs of children with cancer who are planning to return to school to augment what is already known and to identify any other areas of needs or service gaps.

Titled "Needs of children with cancer returning to mainstream school", parents whose children were returning to mainstream school were interviewed in the study. The study shows that parents' concerns increase as their children are preparing to return to school.

The immediate concerns are in the areas of the child's medical/physical well-being, psychological/emotional well-being, academic performance, socialisation and interpersonal relationships. Survivorship and its impact on schooling is a long-term concern. Factors affecting successful school reintegration for children with cancer include early intervention and involvement of support systems as it allows more time to address the concerns and to plan for the child's return to school.

Supportive and proactive schools that engage the child with cancer and parents have been identified to be an important source of support. The study also identified the importance of the support from the various systems, pointing to the need for collaboration among the family, school personnel, child's classmates and social workers in preparing children with cancer to transit back to school.

SIBLINGS COPING WITH A BROTHER OR SISTER WITH CHILDHOOD CANCER: THE PARENTS' PERSPECTIVE

Siblings of children with cancer may be neglected as their parents have to attend to the sick child. A study that explores the impacts, needs and challenges faced by siblings when a brother or sister is diagnosed with childhood cancer, shows that the impact of childhood cancer on siblings begins even prior to the actual diagnosis and extends beyond post-treatment.

The study, "Siblings Coping with A Brother or Sister with Childhood Cancer: The Parents' Perspective", noted that while impacts can be negative, there can also be positive impacts on the siblings. While parents make attempts to mitigate the impacts on the siblings, they also face constraints when helping siblings to cope. Hence, it is important for siblings to receive ongoing psychosocial support.

In addition to these in-house studies, research was done in collaboration with other partners including universities and other organisations to build a better body of knowledge on childhood cancer in a bid to provide quality client services.

STRATEGIC ALLIANCES AND RESEARCH

Apart from providing direct services to children with cancer and their families, CCF also forged strategic alliances with like-minded partners to improve patient care and the psychosocial well-being of children with cancer.

COLLABORATIONS WITH VIVA FOUNDATION

VIVA-NUS Centre for Translational Research in Acute Leukaemia (VIVA-NUS CenTRAL)

In a key collaboration with NUS and VIVA-Foundation, CCF pledged \$4 million to set up the VIVA-NUS CenTRAL for leukaemia diagnosis and translational research with the aim to improve cure rate and treatment outcomes for children with leukaemia.

CCF's contribution was paid over 4 years. The last tranche of \$1million was disbursed in 2017.

CCF Psychosocial Initiative for Brain and Solid Tumours

CCF pledged \$1.2 million to VIVA Foundation to set up the CCF Psychosocial Initiative for Brain and Solid Tumours in support of the VIVA-KKH Paediatric Brain and Solid Tumour Programme. The programme aims to improve care and advance research and to establish a coordinated care framework to support the development and implementation of innovative therapeutic interventions for patients with childhood brain and solid tumours. CCF funds the psychosocial component of this programme comprising dedicated case management to manage and coordinate the multidisciplinary clinical care, neurocognitive screening as well as the validation of a clinical screening instrument developed for the identification of tumour predisposition syndromes in childhood cancer patients in Singapore.

CCF's contribution, payable over three years, began in 2016. The second tranche of \$400,000 was disbursed in 2017.



CCF-VIVA Family Learning Exchange 2017



Jointly organised by CCF and VIVA Foundation on 4 March 2017, the CCF-VIVA Family Learning Exchange was held in conjunction with the 11th St. Jude-VIVA Forum. CCF has been supporting the continuous training and education of local medical and allied health professionals at the Forum since 2007.

32 participants attended the session where they gained knowledge and insights into topics such as "Planning transition of care" and "Transiting to School and Beyond". Caregivers also had the opportunity to engage in a discussion with a panel of experts from The Children's Hospital at Westmead Australia, NUH, NUHS and KKH.

COLLABORATIONS WITH KK WOMEN'S AND CHILDREN'S HOSPITAL

CCF Psychosocial and Supportive Care Programme for Paediatric Oncology

CCF committed a \$1.738 million funding to KK Women's and Children's Hospital to establish the CCF Psychosocial and Supportive Care Programme for Paediatric Oncology. The programme aims to develop a holistic paediatric oncology and supportive care programme integrating three complementary and essential components, namely, neuro-psychosocial support such as screening for cognitive difficulties, dietetics and nutritional care to help children with cancer achieve normal growth and weight gain as well as rehabilitation.

CCF's contribution, payable over three years, began in 2016. The second tranche of \$579,000 was disbursed in 2017.

CCF Paediatric Oncology Survivorship Programme

CCF pledged \$450,000 to SingHealth Duke-NUS Paediatrics Academic Clinical Programme to establish the CCF Paediatric Oncology Survivorship Programme. The programme supports and extends the work of Singapore Childhood Cancer Registry database to develop a comprehensive model of care for long-term follow up and transition of care, as well as support clinical trials and

research. It will also equip childhood cancer survivors with the resources and knowledge to lead healthy and independent lives beyond their cancer treatment phase.

CCF's contribution, payable over five years, began in 2016. The second tranche of \$75,000 was disbursed in 2017.

COLLABORATIONS WITH NUS YONG LOO LIN SCHOOL OF MEDICINE

Paediatric Oncology Research

CCF has committed a three-year funding of \$206,298 to advance paediatric oncology research at NUS to improve treatment outcomes for Acute Lymphoblastic Leukaemia (ALL) patients.

The second tranche of \$72,022 was disbursed in 2017 to aid research on combination therapy with vincristine in Childhood ALL-Ma-Spore ALL 2010 Study to investigate the underlying mechanisms in vincristine resistance in ALL cells.

Cellular Immunology Research

CCF has pledged \$200,000 towards advancing research and education in cellular immunology with the ultimate goal of identifying transformative and new cost-effective treatments for childhood cancer. The funding would be used to provide Anti-GD2 and Natural Killer Cell therapy for relapsed or high risk neuroblastoma patients.

COLLABORATION WITH ASSISI HOSPICE



CCF has collaborated with Assisi Hospice to provide a continuum of care in its new paediatrics ward for families with children suffering from cancer. CCF social workers will continue to provide the psychosocial care to CCF beneficiaries who need to be admitted to Assisi Hospice. In addition, CCF also provides toys and media resources for the playroom located inside the paediatrics ward.

This partnership helps to facilitate a continuum of integrated care for CCF beneficiaries receiving palliative care. At the same time, it reduces the loss experience of patient and families by having the same case manager to follow through with them in their cancer journey.



In 2017, CCF contributed a total of \$2,702,056 in support of research and education in paediatric oncology and other collaborations with medical partners and organisations such as Singapore Cord Blood Bank.

FUNDRAISING AND SPONSORSHIPS

As an independent social service organisation solely funded by public and corporate donations, CCF works closely with individuals, schools, corporate and community partners to garner resources needed to ensure the continuity and improvement of CCF's programmes and services.

Thanks to the unwavering support from the corporate and community partners, a total of 109 fundraising events and 57 sponsored social and recreational events were held in 2017.

HAIR FOR HOPE 2017

CCF's signature annual outreach and fundraising event, Hair for Hope, is the only head-shaving event in Singapore that serves to raise childhood cancer awareness and funds for CCF. Every shaven head represents an understanding by an individual of the ordeals that a child with cancer is subjected to. Hair for Hope also provides an opportunity to garner support from the community.

In 2017, Hair for Hope marked its 15th year and attracted a record 905 female participants who braved the shave to support children with cancer. In total, 5,507 shaved their heads at the two-day main event held at VivoCity and 48 satellite events held at 34 corporate offices, eight schools and six grassroots organisations. More than \$3.4 million was raised for CCF.

VOLUNTEER ENGAGEMENT

Volunteers play an important role in supporting the delivery of CCF's programmes and services for children and families affected by childhood cancer. The selfless contribution of their time, efforts and experience have brought many smiles to the faces of the children.

Volunteer Engagement

Number of Volunteers

- 271**
orientation sessions
- 154**
play personnel & weekend service volunteers
- 22**
befrienders
- 29**
tutors
- 22**
PALS volunteers

- 508**
registered volunteers
- 714**
corporate volunteers
- 3,187**
student volunteers





PUBLIC EDUCATION

Public education plays an important role in creating public awareness of childhood cancer and in building a community of support for children with cancer and their families. In 2017, CCF conducted 117 public education talks and workshops held in 56 corporate offices and 61 schools. Students also implemented 43 projects to help increase awareness of, or raise funds for CCF. These projects reached out to 134,783 individuals.

INTERNATIONAL CHILDHOOD CANCER DAY

Organised by Childhood Cancer International (CCI) annually on 15 February, International Childhood Cancer Day (ICCD) is a global collaborative campaign to raise awareness of childhood cancer and to express support for children and adolescents with cancer, the survivors and their families. The gold ribbon is a symbolic representation of childhood cancer awareness and support. Just as how gold becomes stronger and tougher when heated, children with cancer develop resilience when overcoming the difficult and painful challenges in their battle against cancer.

To commemorate ICCD, CCF launched a #myGOLDpledge social media campaign on 7 February 2017 to create awareness of childhood cancer in Singapore. Information on childhood cancer such as Facts and Myths were featured on CCF Facebook page and Instagram. In addition, a Twibbon campaign was launched to encourage supporters to apply a customised #myGOLDpledge filter over their profile photo on Facebook and Twitter.

CITI-YMCA YOUTH FOR CAUSES

Citi-YMCA Youth For Causes (YFC) is a community initiative started by Citi and the YMCA of Singapore. The programme promotes social entrepreneurship and community leadership development among Singapore youths aged 15 to 25.

Eight groups of students from various secondary schools and junior colleges embarked on their 15-week community project in May 2017. From street sales to publicity campaigns, these students executed self-initiated projects to raise public awareness and funds in support of CCF.

CCF's 25th ANNIVERSARY

On 18 February 2017, CCF commemorated its 25th anniversary with a full-day symposium themed "Together We Are Stronger".

Guest-of-Honour, Senior Minister of State for Health, Dr Amy Khor kicked off the event with the launch of two new collaborations between CCF and KKH to further enhance the quality of life of childhood cancer survivors. She also launched the CCF Photovoice Exhibition.

Attendees also had a better understanding of CCF's works through the four experiential workshops on Art Therapy,

Child Life Service, Expressive Arts Therapy and Play Therapy conducted by CCF's own in-house therapists.

In her speech, Dr Amy Khor said CCF's 25th anniversary theme – Together we are Stronger – brought out the importance of social service organisations working closely with healthcare institutions to strengthen the support networks for childhood cancer patients and their families.

The year-long initiatives comprised an island-wide, roving Photovoice Exhibition and a #HumansofCCF social media campaign.

Photovoice Exhibition featured the voices of 25 childhood cancer survivors through the lens. The photographs, encapsulating the reflections and perceptions of the cancer experiences of 25 youth survivors, took viewers on an insightful journey into the thoughts and feelings triggered by illness and the treatment process. In addition, the artworks by 25 stakeholders (donors, medical partners, volunteers, CCF staff, individuals and corporates) expressed their support for the children and their families, assuring them they were not alone in the arduous cancer journey.

#HumansofCCF social media campaign featured inspiring stories of 25 CCF stakeholders who had come together to provide a community of support for children with cancer. Each story was unique and inspiring, each a story of will and hope.



MAJOR DONORS AND SPONSORS

CCF would like to extend our appreciation and gratitude to all donors and sponsors for their generous giving and support. Your unstinting support is crucial in helping CCF sustain our programmes and services to make a positive difference in the lives of our beneficiaries. Donors and sponsors listed below (in alphabetical order) have donated or organised events that raised \$5000 and above. While we have taken great care to ensure accuracy of the list, we seek your kind understanding for any inadvertent omission on our part.

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 BHP
 Building Construction Authority
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 Changi Simei Citizens' Consultative Committee
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 Flextronics Manufacturing Singapore Pte Ltd
 Gambas Community Emergency and Engagement Committee
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 Health Sciences Authority
 Holy Innocents' Primary School
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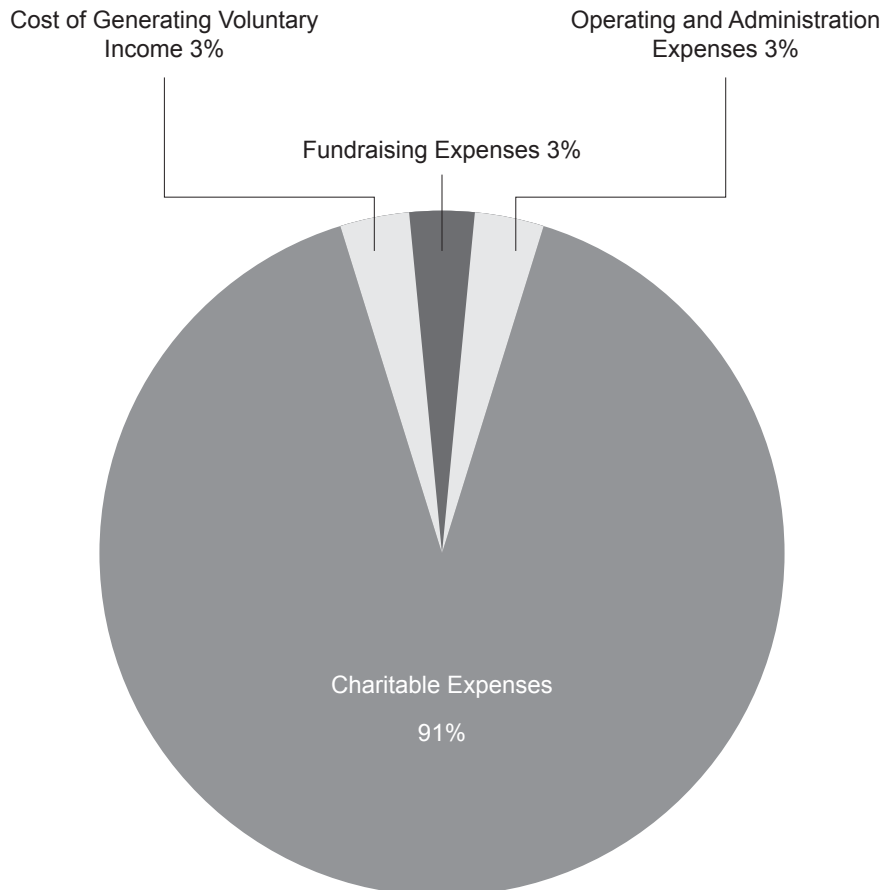
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 Koh Chin Koon
 Lau Josiah
 Lawrence Leow

MAJOR DONORS AND SPONSORS

Lee Soon Teck
Lim Boon Heng
Lim Eng Hong
Lois Teo Su May
Loke Weng Seng
Ng Keng Kwang
Nigel Wong Hai Tor
Nora Hioenata
Oei Chu Yue Mei @ Angela Oei
Ow Look Choi
Png Kim Chiang
Raju Shaulis
See Weng Hoe
Shee Yew Kuen
Soong Wei San
Steven Shaulis
Susan Tien
Tan Ai Keng
Tan Siang Khng
Tan Tack Leng
Teo Bee Lan
Teo Soon Ann Spencer
Tng Chye Soon
Uh Teck Chuo
Winarto P Kurniawan
Wisebrodt Yonatan
Wong Kan Seng
Wong Pui Ying
Wong Yea Yun

2017 IN REVIEW

Services and Programmes	Expenses (%)
Hospital Team	39.10%
Community Social Work Team	17.50%
Community Partnerships	5.93%
Service for Children Affected by Cancer	5.42%
Community Outreach (Public Education & Volunteer Engagement)	3.92%
Specialist Clinic	3.90%
Home Team	3.39%
Operating & Administration	3.12%
Practice Research & Training Workshop	1.48%
Medical Research and Education	
Research	15.34%
Education	0.90%
Total	100.00%



CODE OF GOVERNANCE

Governance Evaluation Checklist: Jan 2017 –Dec 2017

S/No.	Code Description	Code ID	Compliance
1	Are there Board members holding staff appointments?		No
4	There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.6	Complied
5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Complied
6	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	1.3.1	Complied
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied
9	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	3.1.1	Complied
10	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied
11	The Board approves documented human resource policies for staff.	5.1	Complied
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied
16	The charity discloses its reserves policy in the annual report.	6.4.1	Complied
17	Does the charity invest its reserves?		No
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied
20	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	8.1	Complied
21	Are Board members remunerated for their Board services?		No
24	Does the charity employ paid staff?		Yes
25	No staff is involved in setting his or her own remuneration.	2.2	Complied
26	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied
27	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied

STATEMENT BY BOARD OF MANAGEMENT COMMITTEE MEMBERS AND FINANCIAL STATEMENTS

Contents	Page
Statement By Board of Management Committee Members	32
Independent Auditor's Report	33
Statement of Financial Activities	35
Statement of Financial Position	36
Statement of Changes in Accumulated Fund	37
Statement of Cash Flows	37
Notes to the Financial Statements	38 - 50

STATEMENT BY BOARD OF MANAGEMENT COMMITTEE MEMBERS

In the opinion of the Board of Management Committee Members,

- a) the accompanying financial statements of Children's Cancer Foundation ("the Foundation") are drawn up so as to present fairly, in all material respects, the state of affairs of the Foundation as at 31 December 2017 and the financial activities, changes in accumulated fund and cash flows of the Foundation for the reporting year ended on that date; and
- b) at the date of this statement there are reasonable grounds to believe that the Foundation will be able to pay its debts as and when they fall due.

The Board of Management Committee approved and authorised these financial statements for issue.

On behalf of the Board,

Ho Cheng Huat
Chairperson

Caroline Lim Joo Peng
Honorary Treasurer

27 April 2018

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHILDREN'S CANCER FOUNDATION

Report on the audit of the Financial statements

Opinion

We have audited the financial statements of Children's Cancer Foundation (the "Foundation"), which comprise the statement of financial position as at 31 December 2017, and the statement of financial activities, statement of changes in accumulated fund 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 Societies Act), the Charities Act, Chapter 37 and other relevant regulations (the Charities Act and Regulations) and Financial Reporting Standards in Singapore (FRSs) so as to present fairly, in all material respects, the state of affairs of the Foundation as at 31 December 2017 and the results, changes in accumulated fund and cash flows of the Foundation 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 information included in the annual report and statement by board of management committee members 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.

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 FRSs, 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 Foundation'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 Foundation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Foundation'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:

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHILDREN'S CANCER FOUNDATION

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

- (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 Foundation's internal control.
- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- (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 Foundation'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 Foundation 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 board of management 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 to be kept by the Foundation 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 reporting year:

- (a) the Foundation 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 Foundation has not complied with the requirements of Regulation 15 of the Charities (Institutions of a Public Character) Regulations.

RSM Chio Lim LLP
Public Accountants and
Chartered Accountants
Singapore

27 April 2018

Partner in charge of audit: Chan Sek Wai
Effective from reporting year ended 31 December 2016

STATEMENT OF FINANCIAL ACTIVITIES

Year Ended 31 December 2017

	Unrestricted Funds 2017 \$	Unrestricted Funds 2016 \$
Incoming resources		
Donations	4,027,700	4,247,764
Gifts in kind	9,136	7,418
Income from fundraising activities	4,935,402	4,386,631
Interest income	335,558	384,101
Grant income	560,701	720,793
Other incoming resources	64,256	114,640
Total incoming resources	<u>9,932,753</u>	<u>9,861,347</u>
Less: resources expended		
Costs of generating voluntary income	224,232	196,552
Fundraising expenses	301,925	208,307
Charitable activities expenses	8,065,266	8,341,357
Governance costs	29,690	33,903
Other operating and administration expenses	247,209	239,900
Total resources expended	<u>8,868,322</u>	<u>9,020,019</u>
Net surplus for the year	<u>1,064,431</u>	<u>841,328</u>

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

STATEMENT OF FINANCIAL POSITION

As at 31 December 2017

	Notes	2017 \$	2016 \$
ASSETS			
<u>Non-current assets</u>			
Plant and equipment	6	265,187	190,825
Total non-current assets		<u>265,187</u>	<u>190,825</u>
<u>Current assets</u>			
Other receivables	7	330,702	568,909
Other non-financial assets	8	60,704	136,128
Cash and cash equivalents	9	28,090,896	26,943,096
Total current assets		<u>28,482,302</u>	<u>27,648,133</u>
Total assets		<u>28,747,489</u>	<u>27,838,958</u>
FUND AND LIABILITIES			
<u>Fund</u>			
Unrestricted fund			
Accumulated fund	10	27,883,398	26,818,967
Total fund		<u>27,883,398</u>	<u>26,818,967</u>
<u>Non-current liabilities</u>			
Provision, non-current	11	74,365	74,365
Total non-current liabilities		<u>74,365</u>	<u>74,365</u>
<u>Current liabilities</u>			
Other payables	12	789,726	945,626
Total current liabilities		<u>789,726</u>	<u>945,626</u>
Total liabilities		<u>864,091</u>	<u>1,019,991</u>
Total fund and liabilities		<u>28,747,489</u>	<u>27,838,958</u>

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

STATEMENT OF CHANGES IN ACCUMULATED FUND

Year Ended 31 December 2017

	2017	2016
Current year:	\$	\$
Balance at beginning of the year	26,818,967	25,977,639
Movements in fund:		
Net surplus for the year	1,064,431	841,328
Balance at end of the year	<u>27,883,398</u>	<u>26,818,967</u>

STATEMENT OF CASH FLOWS

Year Ended 31 December 2017

	2017	2016
<u>Cash flows from operating activities</u>	\$	\$
Net surplus for the year	1,064,431	841,328
Adjustments for:		
Depreciation of plant and equipment	171,277	275,720
Gain on disposal of plant and equipment	–	(900)
Interest income	(335,558)	(384,401)
Operating surplus before changes in working capital	<u>900,150</u>	<u>731,747</u>
Other receivables	285,529	(92,592)
Other non-financial assets	75,424	(43,092)
Other payables	(155,900)	(259,516)
Net cash flows from operating activities	<u>1,105,203</u>	<u>336,547</u>
<u>Cash flows from investing activities</u>		
Disposal of plant and equipment	1,348	900
Purchase of plant and equipment	(246,987)	(44,338)
Interest received	288,236	291,252
Net cash flows from investing activities	<u>42,597</u>	<u>247,814</u>
Net increase in cash and cash equivalents	<u>1,147,800</u>	<u>584,361</u>
Cash and cash equivalents, statement of cash flows, beginning balance	26,943,096	26,358,735
Cash and cash equivalents, statement of cash flows, ending balance (Note 9)	<u>28,090,896</u>	<u>26,943,096</u>

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

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

1. General

The Children's Cancer Foundation (the "Foundation") is a charitable organisation established in Singapore under the Societies Act, Chapter 311 and Charities Act, Chapter 37. The Foundation is an Institution of a Public Character ("IPC"). The financial statements are presented in Singapore dollars.

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

The principal activities of the Foundation are to offer a spectrum of services to support the mission of improving the quality of life of children with cancer and their families and children impacted by cancer through enhancing their emotional, social and medical well-being. The Foundation adopts an integrated hospital-home-community service model to provide the services, and these include Casework and Counselling, Therapeutic Play, Art, Expressive Arts and Play Therapy, Caregivers Support Services, Schooling Programme, Survivorship Programme, Palliative & Bereavement Care, Hospital Play Services and Sibling Support Services. In addition, the Foundation also supports training and research efforts on childhood cancer and organises educational talks and workshops to promote public awareness of childhood cancer.

The registered office and principal place of operation of the Foundation is located at 8 Sinaran Drive, #03-01 Novena Specialist Centre Singapore 307470. The Foundation is situated in Singapore.

Accounting convention

The financial statements have been prepared in accordance with the Financial Reporting Standards in Singapore ("FRS") and the related Interpretations to FRS ("INT FRS") as issued by the Singapore Accounting Standards Council. The Foundation is also subject to the provisions of the Societies Act, Chapter 311 and Singapore Charities Act, Chapter 37. The financial statements are prepared on a going concern basis under the historical cost convention except where an FRS requires an alternative treatment (such as fair values) as disclosed where appropriate in these financial statements. The accounting policies in FRSs may not be applied when the effect of applying them is immaterial. The disclosures required by FRSs need not be provided if the information resulting from that disclosure is not material. Other comprehensive income comprises items of income and expense (including reclassification adjustments) that are not recognised in the income statement, as required or permitted by FRS. Reclassification adjustments are amounts reclassified to profit or loss in the income statement in the current period that were recognised in other comprehensive income in the current or previous periods.

Basis of preparation of 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.

2. Significant accounting policies and other explanatory information

2A. Significant accounting policies

Revenue recognition

Revenues including donations, gifts and grants that provide core funding or are of general nature are recognised where there is (a) entitlement (b) certainty and (c) sufficient reliability of measurement. Such income is deferred only when: the donor specifies that the grant or donation must only be used in future accounting periods; or the donor has imposed conditions which must be met before the Foundation has unconditional entitlement. The revenue amount is the fair value of the consideration received or receivable from the gross inflow of economic benefits during the reporting year arising from the course of the ordinary activities of the Foundation and it is shown net of related tax and subsidies. Revenue from the sale of goods is recognised when significant risks and rewards of ownership are transferred to the buyer; there is neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold, and the amount of revenue and the costs incurred or to be incurred in respect of the transaction can be measured reliably.

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

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

2A. Significant accounting policies (cont'd)

(i) Donations and sponsorships

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

(ii) Interest income

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

(iii) Government grant

A government grant is recognised at fair value when there is reasonable assurance that the conditions attaching to it will be complied with and that the grant will be received. Grants in recognition of specific expenses are recognised as income over the periods necessary to match them with the related costs that they are intended to compensate, on a systematic basis. A grant related to depreciable assets is allocated to income over the period in which such assets are used in the project subsidised by the grant. A government grant related to assets, including non-monetary grants at fair value, is presented in the statement of financial position by setting up the grant as deferred income.

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 Foundation is exempted from income tax under Section 13(1)(zm) of the Income Tax Act, Cap 134.

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 recognised in other comprehensive income and if applicable deferred in equity such as for qualifying cash flow hedges. The presentation is in the functional currency.

Plant and equipment

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:

Computer equipment	-	50%
Office equipment	-	33%
Office furniture	-	33%
Renovation	-	33%

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

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

2A. Significant accounting policies (cont'd)

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.

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. The gain or loss arising from the derecognition of an item of plant and equipment is measured as the difference between the net disposal proceeds, if any, and the carrying amount of the item and 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 income and expenditure 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 income and expenditure as an integral part of the total lease expense.

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. 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 assets

Initial recognition, measurement and derecognition:

A financial asset is recognised on the statement of financial position when, and only when, the entity becomes a party to the contractual provisions of the instrument. The initial recognition of financial assets is at fair value normally represented by the transaction price. The transaction price for financial asset not classified at fair value through profit or loss includes the transaction costs that are directly attributable to the acquisition or issue of the financial asset. Transaction costs incurred on the acquisition or issue of financial assets classified at fair value through profit or loss are expensed immediately. The transactions are recorded at the trade date.

Irrespective of the legal form of the transactions performed, financial assets are derecognised when they pass the "substance over form" based on the derecognition test prescribed by FRS 39 relating to the transfer of risks and rewards of ownership and the transfer of control. Financial assets and financial liabilities are offset and the net

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

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

2A. Significant accounting policies (cont'd)

Financial assets (cont'd)

amount is reported in the statement of financial position if there is currently a legally enforceable right to offset the recognised amounts and there is an intention to settle on a net basis, to realise the assets and settle the liabilities simultaneously.

Subsequent measurement:

Subsequent measurement based on the classification of the financial assets in one of the following categories under FRS 39 is as follows:

1. Financial assets at fair value through profit or loss: As at end of the reporting year, there were no financial assets classified in this category.
2. Loans and receivables: Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. Assets that are for sale immediately or in the near term are not classified in this category. These assets are carried at amortised costs using the effective interest method (except that short-duration receivables with no stated interest rate are normally measured at original invoice amount unless the effect of imputing interest would be significant) minus any reduction (directly or through the use of an allowance account) for impairment or uncollectibility. Impairment charges are provided only when there is objective evidence that an impairment loss has been incurred as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated. The methodology ensures that an impairment loss is not recognised on the initial recognition of an asset. Losses expected as a result of future events, no matter how likely, are not recognised. For impairment, the carrying amount of the asset is reduced through use of an allowance account. The amount of the loss is recognised in profit or loss. An impairment loss is reversed if the reversal can be related objectively to an event occurring after the impairment loss was recognised. Typically the trade and other receivables are classified in this category.
3. Held-to-maturity financial assets: As at end of the reporting year, there were no financial assets classified in this category.
4. Available-for-sale financial assets: As at end of the reporting year, there were no financial assets classified in this category.

Cash and cash equivalents

Cash and cash equivalents include cash and bank 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.

Financial liabilities

Initial recognition, measurement and derecognition:

A financial liability is recognised on the statement of financial position when, and only when, the entity becomes a party to the contractual provisions of the instrument and it is derecognised when the obligation specified in the contract is discharged or cancelled or expires. The initial recognition of financial liability is at fair value normally represented by the transaction price. The transaction price for financial liability not classified at fair value through profit or loss includes the transaction costs that are directly attributable to the acquisition or issue of the financial liability. Transaction costs incurred on the acquisition or issue of financial liability classified at fair value through profit or loss are expensed immediately. The transactions are recorded at the trade date.

Subsequent measurement:

Subsequent measurement based on the classification of the financial liabilities in one of the following two categories under FRS 39 is as follows:

1. Liabilities at fair value through profit or loss: Liabilities are classified in this category when they are incurred principally for the purpose of selling or repurchasing in the near term (trading liabilities) or are derivatives

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

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

2A. Significant accounting policies (cont'd)

Financial liabilities (cont'd)

(except for a derivative that is a designated and effective hedging instrument) or have been classified in this category because the conditions are met to use the "fair value option" and it is used. All changes in fair value relating to liabilities at fair value through profit or loss are charged to profit or loss as incurred.

2. Liabilities at amortised cost: These liabilities are carried at amortised cost using the effective interest method.

Fair value of measurement

When measuring fair value, management uses the assumptions that market participants would use when pricing the asset or liability under current market conditions, including assumptions about risk. It is a market-based measurement, not an entity-specific measurement. 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. In making the fair value measurement, management determines the following: (a) the particular asset or liability being measured (these are identified and disclosed in the relevant notes below); (b) for a non-financial asset, the highest and best use of the asset and whether the asset is used in combination with other assets or on a stand-alone basis; (c) the market in which an orderly transaction would take place for the asset or liability; and (d) the appropriate valuation techniques to use when measuring fair value. The valuation techniques used maximise the use of relevant observable inputs and minimise unobservable inputs. These inputs are consistent with the inputs a market participant may use when pricing the asset or liability.

The fair value measurements categorise the inputs used to measure fair value by using a fair value hierarchy of three levels. These are recurring fair value measurements unless stated otherwise in the relevant notes to the financial statements. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date. Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. Level 3 inputs are unobservable inputs for the asset or liability. The level is measured on the basis of the lowest level input that is significant to the fair value measurement in its entirety. Transfers between levels of the fair value hierarchy are deemed to have occurred at the beginning of the reporting year. If a financial instrument measured at fair value has a bid price and an ask price, the price within the bid-ask spread or mid-market pricing that is most representative of fair value in the circumstances is used to measure fair value regardless of where the input is categorised within the fair value hierarchy. If there is no market, or the markets available are not active, the fair value is established by using an acceptable valuation technique.

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.

Funds

All income and expenditures are reflected in the statement of financial activities. Income and expenditures specifically

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

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

2B. Other explanatory information (cont'd)

Funds (cont'd)

relating to any of the funds separately set up by the Foundation 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.

2C. Critical judgements, assumptions and estimation uncertainties

There were no 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. There were no 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 within the next reporting year.

3. Related party relationships and transactions

FRS 24 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.

A related party includes the board of management committee, members of other sub-committees and key management of the Foundation. 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.

All board of management committee, members of other sub-committees and staff members of the Foundation 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 board of management committee are volunteers and receive no monetary remuneration for their contribution, except for reimbursement of out-of-pocket expenses.

In addition to the transactions and balances disclosed elsewhere in the notes to the financial statements, this item includes the following:

Significant related party transactions:

	Related party	
	2017	2016
Annual funding to Singapore Cord Blood Bank Limited in which a management committee member is a director	\$ 200,000	\$ 250,000

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

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

3A. Key management compensation:

	2017	2016
Salaries and other short-term employee benefits	\$	\$
	445,019	416,789

The above amounts are included under employee benefits expense.

Key management personnel comprise the Executive Director and the direct reporting senior officers.

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

	2017	2016
\$100,001 - \$200,000	3	3

4. Tax exempt receipts

The Foundation enjoys a concessionary tax treatment whereby qualifying donors are granted 2.5 times tax deduction for the donations made to the funds of the Foundation. The quantum of the tax deduction for each calendar year may vary as announced in the Singapore Budget. The Institutions of a Public Character status granted to the Foundation for donations is for the period from 5 May 2016 to 4 May 2019 under the Ministry of Health.

	2017	2016
The Foundation issued tax-exempt receipts for donations collected	\$	\$
	6,615,696	5,588,094

5. Employee benefits expense

	2017	2016
	\$	\$
Short term employee benefits expense	3,454,071	3,057,738
Contributions to defined contribution plan	537,111	466,678
Other benefits	104,510	106,170
Total employee benefits expense	4,095,692	3,630,586

The employee benefits expense is charged and included in resources expended as follows:

	2017	2016
	\$	\$
Costs of generating voluntary income	141,935	115,509
Charitable activities expenses	3,734,679	3,347,283
Other operating and administration expenses	219,078	167,794
	4,095,692	3,630,586

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

6. Plant and equipment

<u>Cost:</u>	Computer equipment \$	Office equipment \$	Office furniture \$	Renovation \$	Total \$
At 1 January 2016	434,129	47,492	40,572	652,375	1,174,568
Additions	39,835	4,503	–	74,365	118,703
Disposals	(99,924)	(1,391)	–	–	(101,315)
At 31 December 2016	374,040	50,604	40,572	726,740	1,191,956
Additions	97,745	1,653	2,889	144,700	246,987
Disposals	(30,170)	(1,754)	(2,684)	–	(34,608)
At 31 December 2017	441,615	50,503	40,777	871,440	1,404,335
<u>Accumulated depreciation:</u>					
At 1 January 2016	259,294	37,265	38,841	491,326	826,726
Depreciation for the year	113,964	8,477	1,409	151,870	275,720
Disposals	(99,924)	(1,391)	–	–	(101,315)
At 31 December 2016	273,334	44,351	40,250	643,196	1,001,131
Depreciation for the year	106,630	3,878	722	60,047	171,277
Disposals	(28,822)	(1,754)	(2,684)	–	(33,260)
At 31 December 2017	351,142	46,475	38,288	703,243	1,139,148
<u>Carrying value:</u>					
At 1 January 2016	174,835	10,227	1,731	161,049	347,842
At 31 December 2016	100,706	6,253	322	83,544	190,825
At 31 December 2017	90,473	4,028	2,489	168,197	265,187

The depreciation expense is charged and included in resources expended as follows:

	2017 \$	2016 \$
Costs of generating voluntary income	3,544	2,966
Charitable activities expenses	162,209	223,114
Other operating and administration expenses	5,524	49,640
	<u>171,277</u>	<u>275,720</u>

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

7. Other receivables

	2017	2016
	\$	\$
Interest receivables	225,727	178,405
Deposits	35,294	67,496
Other receivables	69,681	323,008
	<u>330,702</u>	<u>568,909</u>

8. Other non-financial assets

	2017	2016
	\$	\$
Finance assistance and donation in kind vouchers	28,467	42,252
Prepayments	32,237	93,876
	<u>60,704</u>	<u>136,128</u>

9. Cash and cash equivalents

	2017	2016
	\$	\$
Not restricted in use	28,090,896	26,943,096
Interest earning balances	<u>24,789,843</u>	<u>23,820,730</u>

The rates of interest for the cash on interest earning balances ranged from 1.15% to 1.74% (2016: 1.02% to 1.74%) per annum and mature within 12 months (2016: 12 months).

10. Reserve policy

	2017	2016	Increase/ (Decrease) %
	\$	\$	
Unrestricted fund ("Reserve")	<u>27,883,398</u>	<u>26,818,967</u>	3.97
Ratio of Reserve to Annual Operating Expenditure	<u>3.14:1</u>	<u>2.97:1</u>	

The Foundation shall maintain a reserve that is equivalent to at least 3 years of its operating expenses. This is to ensure continuity in providing the necessary services to its beneficiaries.

With the unanimous approval of the board of management committee, the Foundation is able to draw down from its reserve to meet its operating expenses to ensure ongoing services are not disrupted.

On a yearly basis, the board of management committee reviews the amount of reserve that is required to ensure that the reserve is adequate to fulfil the continuing obligations of the Foundation.

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

11. Provision, non-current

	2017	2016
Movements in above provision:	\$	\$
At beginning of the year	74,365	–
Additions	–	74,365
At end of the year	<u>74,365</u>	<u>74,365</u>

Provision for dismantlement, removal or restoration is the estimated costs of dismantlement, removal or restoration of plant and equipment arising from use of assets, which are capitalised and included in the cost of plant and equipment. The unwinding of discount is not significant.

12. Other payables

	2017	2016
	\$	\$
Outside parties and accrued liabilities	678,398	621,304
Deferred grant (a)	111,328	310,266
Deferred income	–	14,056
	<u>789,726</u>	<u>945,626</u>

(a) The deferred grant relates to the Care and Share Matching Grant from the Ministry of Social and Family Development (“MSF”) to fund programmes or activities of the Foundation. The Foundation shall utilise the grant within three years from the end of 31 March 2016. A total of \$1,350,000 (2016: \$1,153,870) has been disbursed since 2014.

	2017	2016
	\$	\$
Balance at beginning of the year	310,266	485,841
Grants received / receivable during the year	196,130	30,647
Utilised during the year	(395,068)	(206,222)
Balance at end of the year	<u>111,328</u>	<u>310,266</u>

13. Financial instruments: information on financial risks

13A. Categories of financial assets and liabilities

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

	2017	2016
<u>Financial assets:</u>	\$	\$
Cash and cash equivalents	28,090,896	26,943,096
Loans and receivables	330,702	568,909
At end of the year	<u>28,421,598</u>	<u>27,512,005</u>
<u>Financial liabilities:</u>		
Other payables measured at amortised cost	678,398	621,304
At end of the year	<u>678,398</u>	<u>621,304</u>

Further quantitative disclosures are included throughout these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

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

13B. Financial risk management

The main purpose for holding or issuing financial instruments is to raise and manage the finances for the Foundation's operating, investing and financing activities. There are exposure to the financial risks on the financial instruments such as credit risk and liquidity risk. Management has certain practices for the management of financial risks. However these are not documented in formal written documents. The following guidelines are followed: All financial risk management activities are carried out and monitored by senior management staff. All financial risk management activities are carried out following acceptable market practices.

The Foundation is not exposed to significant interest rate and currency risks. There have been no changes to exposure to risk; objectives, policies and processes for managing the risk and the methods used to measure the risk.

13C. 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.

13D. 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 consist principally of cash balances with banks, cash equivalents and receivables. The maximum exposure to credit risk is: the total of the fair value of the financial assets; the maximum amount the entity could have to pay if the guarantee is called on; and the full amount of any payable commitments 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 credit risk on receivables an ongoing credit evaluation is performed on the financial condition of the debtors and a loss from impairment is recognised in profit or loss.

Note 9 discloses the maturity of the cash and cash equivalents balances.

Other receivables are normally with no fixed terms and therefore there is no maturity.

13E. Liquidity risk – financial liabilities maturity analysis

There are no liabilities contracted to fall due after twelve months at the end of the reporting year. 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 paid at their contractual maturity. The average credit period taken to settle payables is about 60 days (2016: 60 days). The 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 Foundation monitors its liquidity risk and maintains a level of cash and cash equivalents deemed adequate by management to finance the Foundation's operations and to mitigate the effects of fluctuations in cash flows.

13F. Interest rate risk

The interest rate risk exposure is mainly from changes in fixed interest rates. The following table analyses the breakdown of the significant financial instruments by type of interest rate:

	2017	2016
	\$	\$
<u>Financial assets with interest:</u>		
Fixed rates	24,789,843	23,820,730

The interest rates are disclosed in Note 9.

Sensitivity analysis: The effect on surplus is not significant.

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

14. Commitments

- a) Another three non-profit organisations share its community space with the Foundation and the latter has agreed to bear certain maintenance incurred for the community space. The maintenance charged in the statement of financial activities for the reporting year was \$209,696 (2016: \$212,568). Future committed payments related to the maintenance of the community space as of 31 December 2017 are as follows:

	2017	2016
	\$	\$
Within one year	174,435	173,190
After 1 year but within 3 years	218,044	389,676
	392,479	562,866

- b) The Foundation has committed a 3-year funding to NUH for Bone Marrow Transplant Coordinator, on terms agreed by both parties for the period from June 2015 to May 2018, capped at the amounts listed below:

<u>Period</u>	<u>Approved funding amount</u>	<u>Actual disbursed amount</u>
	\$	\$
Year 1 June 2015 to May 2016	95,000	90,736
Year 2 June 2016 to May 2017	100,000	97,568
Year 3 June 2017 to May 2018	105,000	42,442

(till 31 December 2017)

- c) The Foundation has committed to contribute \$1,200,000 to Viva Foundation for Children with Cancer for supporting the setting up of the CCF Psychosocial Initiative for Brain and Solid Tumours in support of VIVA-KKH Paediatric Brain and Solid Tumour Programme on terms agreed by both parties. A total of \$800,000 has been disbursed from 2016 to 2017. The Foundation intends to disburse the remaining \$400,000 in 2018.
- d) The Foundation has committed funding of \$450,000 to SingHealth Duke-NUS Paediatrics Academic Clinical Programme for the purpose of establishing the CCF Paediatric Oncology Survivorship Programme on terms agreed by both parties. Funding of \$71,000 and \$75,000 have been disbursed in 2016 and 2017 respectively. The Foundation intends to disburse the remaining \$304,000 in 3 yearly tranches ending in 2020.
- e) The Foundation has committed funding of \$206,298 to NUS Yong Loo Lin School of Medicine to advance paediatric oncology research and education at NUS on terms agreed by both parties. Funding of \$58,573 and \$72,022 have been disbursed in 2016 and 2017 respectively. The Foundation intends to disburse \$75,703 in 2018.
- f) The Foundation has committed funding of \$1,738,000 to KK Women's and Children's Hospital for the purpose of establishing the CCF Psychosocial and Supportive Care Programme for Paediatric Oncology on terms agreed by both parties. Funding of \$580,000 and \$579,000 have been disbursed in 2016 and 2017 respectively. The Foundation intends to disburse the remaining \$579,000 in 2018.
- g) The Foundation has committed a funding of \$200,000 per annum for the financial years 2017 and 2018 to the Singapore Cord Blood Bank Limited, on terms agreed by both parties.

15. Changes and adoption of financial reporting standards

For the current reporting year new or revised Financial Reporting Standards in Singapore and the related Interpretations to FRS ("INT FRS") were issued by the Singapore Accounting Standards Council. None of these were applicable to the reporting entity.

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

For the future reporting years new or revised Financial Reporting Standards in Singapore and the related Interpretations to FRS ("INT FRS") were issued by the Singapore Accounting Standards Council and these will only be effective for future reporting years. Those applicable to the Foundation for future reporting years are listed below. The transfer to the applicable new or revised standards from the effective dates is not expected to result in material adjustments to the financial position, results of operations, or cash flows for the following year.

NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 December 2017

16. **New or amended standards in issue but not yet effective (cont'd)**

FRS No.	Title	Effective date for periods beginning on or after
FRS 109	Financial Instruments	1 Jan 2018
FRS 115	Revenue from Contracts with Customers	1 Jan 2018
FRS 115	Amendments to FRS 115: Clarifications to FRS 115 Revenue from Contracts with Customers	1 Jan 2018
FRS 116	Leases	1 Jan 2019

NOTES

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