

# Annual Report

## 2023

### Year Ended 31 December 2022

# President's Message

Dear members and devotees.

2022 was just as challenging for Leong Hwa Monastery as Singapore progressively relaxed the Safe Management Measures. With the relaxation, we gradually resumed our activities cautiously.

While contact tracing, temperature taking, safe distancing and restrictions in the number of visitors were no longer required, we continue to limit prayer time and to spread out the crowd during major festive dates. We also encourage visitors not to bring any joss papers or other paper offering items for offerings to their ancestors. In this regard, I encourage all to embrace the Singapore Government Green Plan to make it a reality. We can take small steps to actively build a greener environment for all such as reduce the burning of papers and joss sticks.

Towards the end of 2022 when it was clear that the all Safe Management Measures would ultimate be lifted, we seized the opportunities to plan and conduct the Avatamsaka Sutra Recitation Dharma Assembly (held from 1 June 2023 to 18 June 2023) to celebrate 2567<sup>th</sup> Vesak Day where we saw very strong participation from devotees and donors.

While Viriya Community Services continues to professionalise its social services, aimed at enhancing its impact on the community, it also looked into their work processes to ensure its relevancy to their clients. This included efforts to digitalise the work processes under the SMART Viriya initiatives. VCS has pioneered a new digitalisation technology using the IntelliBot System. They have created the Viriya Framework and Viriya Analytics to aid employees in doing clinical assessments as well as to monitor trending outcomes of the interventions. There are other digitalisation projects in near completion such as the Appointment Management System, Interactive Community Mapping App and the Intellect Mental Health App

At LHM, we hope to support all in your spiritual journey, to lead noble lives, to develop our minds, to practice loving kindness and to bring peace and harmony to humanity.

On behalf of the Management Committee, I am grateful to all and look forward to your continued support especially during these unprecedented times. I also thank members of the Management Committee for their invaluable contributions and to the staff and volunteers, your tireless dedication to LHM and VCS.

With Metta,

Mr Chia Ti Yu  
President  
Leong Hwa Monastery

# Our Profile

**General information:** Leong Hwa Monastery (LHM) has more than a hundred years of history. This was established from land title records dated on 21 March 1901. These records also contained information on the role of the various venerables towards the development of the Monastery. Some of the prominent past venerables include Venerable Sek Hock Siew, Venerable Sek Sok Wah, Venerable Sek Leong Choon, Venerable Sek Cheng San, Venerable Sek Cheng Kong and Venerable Sek Whay Kuan.

The names of the Monastery were changed a few times and the present name, LEONG HWA MONASTERY was adopted at a recent general meeting held on 20 April 2003. The new name better reflects the kind of activities of this Buddhist monastery following the redevelopment of the building in May 2002.

Legally, LHM was established in 1995 as a religious organisation, registered under the Societies Act.

**Our Mission:** LHM aims to expound the teachings of Sakyamuni Buddha and to cultivate compassion, loving kindness and wisdom for the benefit of all sentient beings in society.

In 2001, LHM established Viriya Community Services (VCS), as a social service agency.

**VCS Vision:** Caring for you; enhancing quality of life.

**VCS Mission:** To promote fulfilling lives by providing social services with the right effort and compassion.

**Our Trustees:** Venerable Sek Meow Ee and Venerable Sek Meng Kheng

**Our Special Advisors:** Venerable Tsang Hui

Venerable Sek Meow Ee

**Our Abbot:** Venerable Gu Ru

**Our Core Values:** We are guided by the teachings of Lord Buddha, in particular,

## **Doing the ten good [wholesome] deeds**

- Abstention from:
  - (i) killing
  - (ii) stealing
  - (iii) sexual misconduct
  - (iv) divisive speech
  - (v) harsh speech
  - (vi) false speech
  - (vii) idle/frivolous speech
  - (viii) greed
  - (ix) anger
  - (x) wrong views

- Practising of:
  - (i) Generosity (Dana)
  - (ii) Morality (Sila)
  - (iii) Endurance/Patience (Ksanti)
  - (iv) Diligence/Effort (Viriya)
  - (v) Concentration/Meditation (Dhyana/Samadhi)
  - (vi) Wisdom (Prajna)

**Our Legal Status:**

**ROS            Registration            No:**  
**207/1994/REL            Date            of**  
 Registration: 22 February 1995  
**UEN: S95SS0035G**

**Charity Registration No.: 1659**

Date of registration: 24 February 2003

**Registered Address: 67 Shrewsbury Road Singapore 307838**

**Our Bankers:** The Society's principal banker is United Overseas Bank Limited and surplus funds are largely placed on fixed placements with Hong Leong Finance Ltd and Maybank Singapore Ltd.

**Our Auditors:** A+Achieve PAC

## Management Committee

LHM is governed by a management committee comprising individuals with varied skills, in particular, individuals who are committed to propagate Buddhism for the benefit of society and helping to make the world a better place for all humanity through development of basic good human qualities — love, kindness, compassion.

The Management Committee oversees and approves the formulation of the Society's strategy and sets directions and standards of the organisation. It also reviews the Society's activities, adequacy of internal controls, financial reporting and compliance and management and operational performance.

**Management Committee members:**

As at 31 December 2022, the Management Committee comprised the following members.

Title of Office	Full name of Officer	Occupation	Date of First appointment
President	CHIA TI YU	Deputy Group Chief Risk Officer, SMRT Corp Ltd	21 May 2017
Vice President	YONG HON GUI,FREDDIE	SEA customer service lead, 3M Technologies Pte Ltd	21 May 2017
Secretary	CHONG JIAJUN TIMOTHY	Tax Senior Associate, KPMG	12 July 2020
Treasurer	LI LE	Assistant Finance Manager, ISPA Corporate Services Pte Ltd	31 March 2013
Member	CHEN HUIHUI	Senior Project Engineer, TESH Studio Pte Ltd	24 April 2016
Member	LIM KIAT SENG	Assistant Property manager, Swee Cheng Management Pte Ltd	24 April 2016
Member	NG LAI HOONG	Managing Director, H & D Construction Engineering Pte Ltd	12 July 2020
Member	LEE YIN HAO NICO	Lawyer, Emerald Law LLC	8 May 2022

## Corporate Governance

It is LHM' policy not to have paid staff on the management committee. The term of office of the Committee is two years with effect from 2022. The Treasurer may be re-elected to the same post for a maximum term of four years. For the other committee members, the maximum term and their re-appointment will be in accordance with the provisions of the Code of Governance for Charities & Institutions of Public Character (IPCs).

The management committee meets three times during the year. The attendance of the management committee members at the meetings is set out below:

### Attendance of Management Committee members

CHIA TI YU	3 out of 3
YONG HON GUI, FREDDIE	2 out of 3
LI LE	3 out of 3
CHONG JIAJUN TIMOTHY	2 out of 3
CHEN HUIHUI	3 out of 3
LIM KIAT SENG	2 out of 3
NG LAI HOONG	1 out of 3
LEE YIN HAO NICO	3 out of 3

The meetings' agenda items include refreshing LHM' strategies and action plan, approval of annual budget (and a review during mid-year), approval of material transactions including capex, donations to other organisations, allocation of funds to designated/restricted funds and investment of its surplus funds.

To execute its responsibilities, committee members are appointed into committees to look at financial policies, internal audit and programmes and services based on terms of reference approved by the management committee.

The management committee and the management staff are committed to maintaining high standards of corporate governance and abiding to the Code of Governance for Charities and IPCs. The management committee endeavours to enhance its governance practices throughout the financial year.

Based on the Code of Governance for Charities and IPCs issued by The Charity Council which took effect from 1 January 2018, the Society is in the 'Intermediate Tier'. As at date of this report, the Society had complied with the various areas required in the governance evaluation. It will file the governance evaluation checklist with the Commissioner of Charities after its annual general meeting as well as uploaded it on LHM' website.

**Conflicts of Interest:** The Society maintains a Conflict of Interest policy, requiring management committee members and staff to disclose any interest that they may have, whether directly or indirectly, that the Society may enter into or in any organisations that the Society has dealings with or is considering dealing with; and any personal interest accruing to him as one of the Society's suppliers, users of services or beneficiaries. Should there be any potential conflict of interest, the affected members will abstain from discussion and decision-making on the matter. Detailed minutes will be taken on the disclosure as well as the basis for arriving at the final decision in relation to the issue at stake. During the year under review, there were no such conflicts that required disclosure and action.

There was no paid staff, being a close member of the family belonging to the Abbot or a governing board member of the Society who had received annual remuneration of \$50,000 and above in the financial year under review.

**Enterprise risk management:** Risk management is an integral part of sound governance and has always been considered by the Society although it is not documented as a separate process. It is integrated with the Society's strategy, cut across the different functional areas of its operations and is embedded within the day-to-day management and operational processes of these functional areas. They are identified and controls are in place to mitigate these risks.

**Finance and funding:** The Society is funded by donations and contributions by the devotees and the public, lease and maintenance of ancestral tablets and niches. The Society also collects annual membership fee of \$12 (excluding GST).

**Reserve policy:** It is the Society's desire to build up a reserve to meet three years' operating expenditure. Unrestricted fund that is more than three years' operating expenditure will be transferred to an expendable endowment fund in the following year to strengthen the financial position of the Society.

**Expendable Endowment Fund:** The fund was established to receive bequests, gifts and donations and transfer from unrestricted fund that is more than three years' operating expenditure, to strengthen the financial position of the Society and to enable the Society to use the return from the investment of the Fund to meet ad hoc needs of the community, approved by the Management Committee.

It is the Society's aim to build an endowment fund of \$5 million.

While the capital is not available for general use, the investment returns from the Fund and or part of the capital, can be used to fund community projects and initiatives where the Society can make a significant contribution and which are truly meaningful to the Society and in line with the Society's mission.

**Society's assets:** The Society's properties are located at 57, 67 and 72 Shrewsbury Road. Except for three of the five floors at 72 Shrewsbury which are being used by our community service arm, Viriya Community Services (VCS), the rest of the three premises is for the Society's own use.

The Society also owns a lorry largely for its own use.

**Future capital commitments:** Based on existing plan, the Society does not have any significant future capital commitments, other than the cyclical maintenance of its three premises, including replacements of air-conditioning system at the main hall.

**Activities and events:** In the year under review, with the relaxation of restrictions imposed by COVID 19 related regulations, we have fully resumed our onsite activities.

- Lunar New Year – Homage to Buddhas and for Heavenly Blessings









- Qing Ming Memorial Festival



- 2566<sup>th</sup> Vesak Day





- 7th lunar month / Ullambana festival





- Medicine Buddha's Birthday (can have another photo, two per page?)



- Amitabha Buddha's Birthday



**Community projects:** These are included in VCS' annual report, a copy of which is available on [https://viriya.org.sg/wp-content/uploads/2023/05/VCS-annual-report-2022\\_23-2.pdf](https://viriya.org.sg/wp-content/uploads/2023/05/VCS-annual-report-2022_23-2.pdf)

**The road ahead:** We will continue expound the teachings of Sakyamuni Buddha to enhance spiritual life of individuals and enrich the human spirit of loving kindness and compassion for all.

For VCS, we will continue to do the good well; continue to spark transformation and renewal and continue to face new realities, rising to every challenge in this dynamic environment. VCS will stay true to its vision; Caring for you, enhancing quality of life and the VCS Heartbeat will guide them in their forward journey.

**Management:** Venerable Gu Ru is the Abbot. The Abbot is given the responsibilities of leading the operations of the Society and is responsible for implementing policies and directions set out by the Management Committee. He is supported by 8 staff and a team of dedicated volunteers.

# Summary of Financials

## Revenue

### Income from generating funds

Donations received	164,871
Interest income	5,619
	170,490

### Income from charitable activities

Ancestral tablets and niches	173,851
Maintenance fee	72,741
Membership fee	1,365
Special events	602,082
	850,039
Other income	7,088

**Total revenue** **1,027,617**

## Expenditure

### Cost of charitable activities

Contribution to other organisations	3,120
Direct expenses	236,697
Depreciation	287,141
Others	121,854
Personnel costs and related expenses	304,348
	953,160
Governance and other administrative costs	15,769

**Total expenditure** **968,929**

**Surplus for the year** **58,688**

Unrestricted Reserve as at 1 January 2022 3,115,346

Transfer to Expendable Endowment Fund 400,000

**Unrestricted Reserve as at 31 December 2022** **2,774,034**

Unrestricted Reserve / Total Operating Expenditure 2.86

Based on the above, the Management Committee did not recommend a transfer to the Expendable Endowment Fund in the current financial year.

Further details can be found in our audited financial statements, audited by A+Achieve PAC. The Society has adopted the Charities Accounting Standard since 1 January 2013.

## Appreciation

We are grateful to many of you, including our donors, devotees, volunteers and staff for their unwavering support. All Good Things come from GRATITUDE; the Root of our Joy. We wish all an enlightening journey ahead.