

## ANNUAL REPORT 2021



### ***EMMANUEL ACTIVITY CENTRES (EAC):***

EAC @414 Tampines Street 41 #01-311, Singapore 520414

EAC @171 Toa Payoh Lorong 1 #01-1146, Singapore 310414

EAC @161 Toa Payoh Lorong 1 #01-1596, Singapore 310161

**HQ @414 Tampines Street 41 #01-301, Singapore 520414**

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# VISION AND MISSION



Our vision is that each and everyone of us, including people with disabilities, have unique God given worth that needs to be recognized and appreciated, and potential that can be identified and developed.

This vision is based on the Holy Scripture taken from 2 Corinthians 4:7, "But we have this treasure in earthen vessels, that the excellence of the power may be of God and not of us."

## CORE VALUES

To work and serve one and all in a spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-23).

To do what the Lord requires of us that is to act justly, to love mercy and walk humbly (Micah 6:8).

We value organizational effectiveness, teamwork and professionalism.

Our goal is to deliver a quality yet cost-effective service.



# PRESIDENT'S MESSAGE

"We live by faith, not by sight. (2 Corinthians 5:7 NIV)

Greetings in the Almighty name of our Lord and Saviour Jesus Christ!

When I was asked to be the interim president after the 34th Annual General Meeting last year, I was tasked with leading a fractured Executive Committee.

Though the situation may look bleak, the success will be overwhelming " when we know that Christ is the only true God." (John 17:3) and must believe that He exists and that He rewards those who earnestly seek Him. " (Hebrews 11 :6). I have written three acronyms on Christ to remind of my walk with Him.

1. Christ's History Revealed Is Surely Trustworthy
2. Christ's Human Resurrection Is So True
3. Christ's Human Returning Is Soon Too

Owing to the Covid 19 pandemic's Safe Management Measurements in which public gatherings of not more than two or five people were allowed, our clients would be unable to participate in most of the events, celebrations and other outdoor and indoor activities. However, they were able to enjoy through some of the events and activities. (Please refer to pages 13 to 20 of our Annual Report 2021 for the Highlight Of The Year.

Now, the the crises have mostly subsided. Life is gradually getting back to normal and I pray and hope that we will see our social organisation will continue to move forward.

Thank you everybody for your faithful support and participation in Christian Outreach to the Handicapped – your prayers, contributions and participations are greatly appreciated!

Let us pin all our hopes on Christ for He alone knows what lies ahead.

Richard See



President



# COH EXECUTIVE COMMITTEE



Mr. Richard See

President

Appointment Date: 19/08/2021

Occupation: Pastor



Mr. Kirindeep Singh

Secretary

Appointment Date: 25/09/2020

Occupation: Lawyer



Mr. Wong Wai Meng

Treasurer

Appointment Date: 24/05/2019

Occupation: Head Capability Development and Human Resource

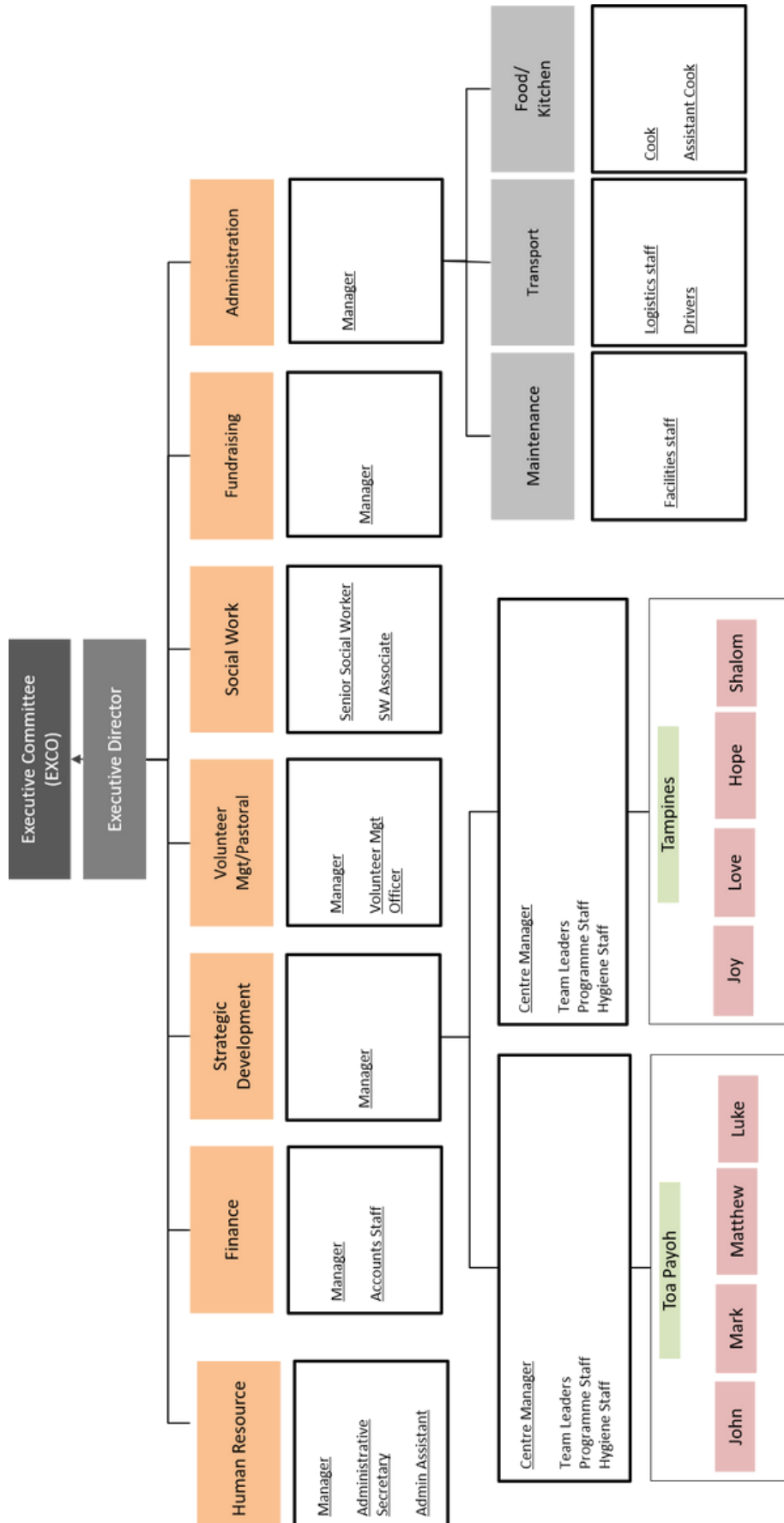
## EXECUTIVE DIRECTOR



Mr. Kaharudin Latief

Appointment Date: 04/05/2021

# COH ORGANIZATIONAL CHART 2022





# GOVERNANCE POLICIES

## **Governance**

COH is governed by a committee, whose members are elected according to the Society's constitution. None of the Board members held staff appointments.

Presently, the Board comprises the President, Secretary and Treasurer and three other elected Board members. The Committee charts the strategic directions of COH and ensures that the charity is run responsibly, so that the charity would continue.

## **Conflicts Of Interest**

COH has zero risk appetite for non-disclosure and entering into conflicting transactions. All employees, key executives and Board members of COH shall provide a disclosure of their interest to the Board, in all other organizations, in which they are directors, have control, have a substantial shareholding or monetary interest, when they are newly employed or appointed and wherever there are updates.

There is also no known conflict of interest arising during the year.

In addition, all staff and Board members are required to declare on an annual bases that he or she does not have any personal or private business that might be in conflict to their functions or employment with COH.

## **Programme Management**

The Board reviews and approves strategic plans and outcomes of COH to measure the effectiveness and efficiency of programmes and that outcomes are in line with its mission and objectives.



# GOVERNANCE POLICIES

## Financial Management and Controls

The Board reviews and approves an annual budget. The Board also monitors regularly its budget income and expenditures to ensure COH operates efficiently and adhere strictly to financial governance policies. The annual accounts are also audited by an independent professional audit firm.

## Human Resource Management

The Board approves documented human resource policies for staff. COH recognizes that it is vital to have adequately trained and experienced people resources with the 'heart' and the right attitude to achieve COH organizational objectives.

In this regard, COH has in place professional development, transparent performance appraisals and regular supervision and feedback systems.

## Reserve Policy

COH targets for at least two times of operating reserves, so as to ensure the charity's ability to serve its clients, are not subjected to the vagaries of the economy.

## Fund Raising Practices

COH has established guidelines on fundraising. These guidelines are based on the best practices set out by the National Council of Social Services and the Charity Council. COH does not engage any third party fundraisers.

# GOVERNANCE POLICIES

## **Disclosures and Transparency**

- No staff is involved in setting his or her own remuneration.
- No staff receives more than \$100,000 in annual remuneration each.
- No paid staff who are close members of the family of the Executive Head or Board Member, who receives more than \$50,000 during the year.
- No Board members are remunerated.



# GOVERNANCE POLICIES

## Board Meeting Attendance 2021

Date	1 March 2021	Time	6.30 p.m.
Locaton	Blk 161 Toa Payoh Lorong 1		
Present	Pastor Dennis Huang	President	
	Mr Richard See	Vice President	
	Mr Wong Wai Meng	Treasurer	
	Mr Kirindeep Singh	Secretary	
	Ms Caline Kee	HR/Admin	

Date	6 April 2021	Time	6.30 p.m.
Locaton	HQ Tampines		
Present	Pastor Dennis Huang	President	
	Mr Richard See	Vice President	
	Mr Wong Wai Meng	Treasurer	
	Ms Caline Kee	HR/Admin	
Zoom	Mr Kirindeep Singh	Secretary	

Date	20 May 2021	Time	6:10 p.m.
Location	HQ@Tampines		
Present	Ps Dennis Huang	President	
Zoom	Pastor Richard See	Vice President	
	Mr Wong Wai Meng	Treasurer	
	Mr Kirindeep Singh	Secretary	
	Pastor Kaharudin	Executive Director	



# GOVERNANCE POLICIES

## Board Meeting Attendance 2021

Date	24 May 2021	Time	1:00 p.m.
Location	HQ@Tampines		

Present	Ps Dennis Huang	President
	Pastor Kaharudin	Executive Director
Zoom	Pastor Richard See	Vice President
	Mr Wong Wai Meng	Treasurer
	Mr Kirindeep Singh	Secretary

Date	19 August 2021	Time	6:15 p.m. – 7:00 p.m.
Location	HQ@Tampines		

Zoom	Pastor Richard See	Vice President
	Mr Kirindeep Singh	Hon. Secretary
	Pastor Kaharudin Latief	Executive Director
Absent with Apologies	Mr Wong Wai Meng	Hon. Treasurer

# GOVERNANCE POLICIES

## Board Meeting Attendance 2021

Date	17 September 2021	Time	6:00 p.m. – 6:30 p.m.
Location	HQ@Tampines		

Zoom	Pastor Richard See	President
	Mr Kirindeep Singh	Hon. Secretary
	Mr Wong Wai Meng	Hon. Treasurer
	Ms Agnes Tjandranegara	Ordinary Member
	Mr Kiga Hiroyuki	Ordinary Member

Date	20 September 2021	Time	6:00 p.m. – 6:45 p.m.
Location	Zoom		

Zoom	Pastor Richard See	President
	Mr Kirindeep Singh	Hon. Secretary
	Mr Wong Wai Meng	Hon. Treasurer
	Pastor Kaharudin Latief	Executive Director

Date	16 December 2021	Time	12:00 p.m. – 1:00 p.m.
Location	Zoom		

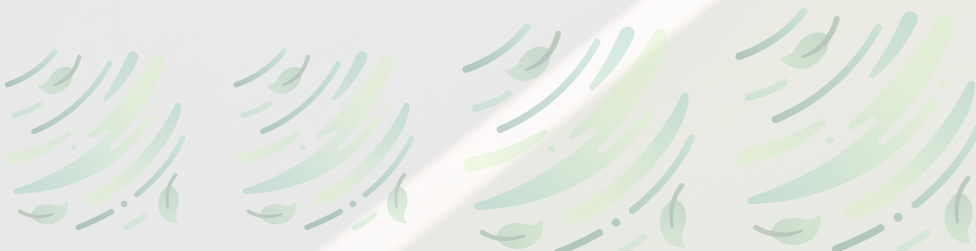
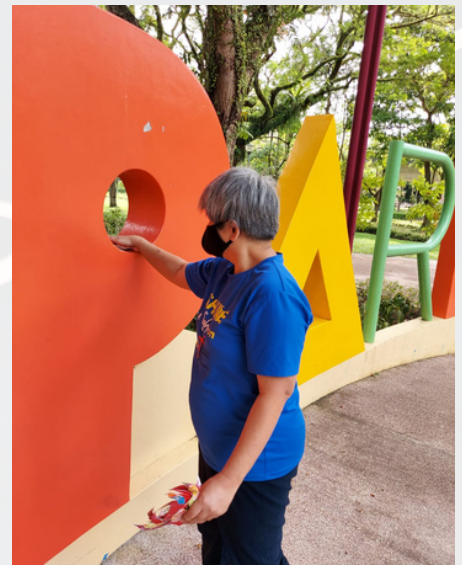
Zoom	Pastor Richard See	President
	Mr Kirindeep Singh	Hon. Secretary
	Mr Wong Wai Meng	Hon. Treasurer
	Pastor Kaharudin Latief	Executive Director



# HIGHLIGHT OF THE YEAR

## Chinese New Year Celebration

Despite the COVID situation, COH still celebrated Chinese New Year with strict Safe Management Measures (SMMs) in place. As big group gatherings were banned during this period, we celebrated this festive season in different groups, where clients in their respective groups conducted their own activities, such as arts and craft.





# HIGHLIGHT OF THE YEAR

## Good Friday Observance

Similar to Chinese New Year, Good Friday Observance is one of the main events that COH clients celebrate yearly. Besides conducting fun activities, there was also the sharing of God's word, to remember the sacrifice of Jesus on the cross. These were conducted via zoom and physically, with SMMs in place.





# HIGHLIGHT OF THE YEAR

## Recreational Activities - Outing

Through the various changes and relaxation of measures, outings were allowed in March 2021. As such, clients and staff arranged for a visit to Gallop Stable in Pasir Ris, where they interacted with the horses and also managed to finally participate in an outdoor activity, during this COVID situation.





# HIGHLIGHT OF THE YEAR

## Hydroponic Project

COH embarked on a Hydroponic Project in early 2021. The programme includes educating the clients on the process of the hydroponics system, the planting and harvesting process, the different types of plants and seeds that can be used, etc.

Currently, there is 1 hydroponic system in every class, where each group of clients can participate in the hydroponic activity weekly. The activity includes putting the seed to the medium, pruning and harvesting.

Through these activities, we aim not only to promote a therapeutic experience to the clients, we also wish to reach out to the community by distributing our produce to them.

We hope through this project, we are able to reach out to the community and create awareness of our organization and our programmes.

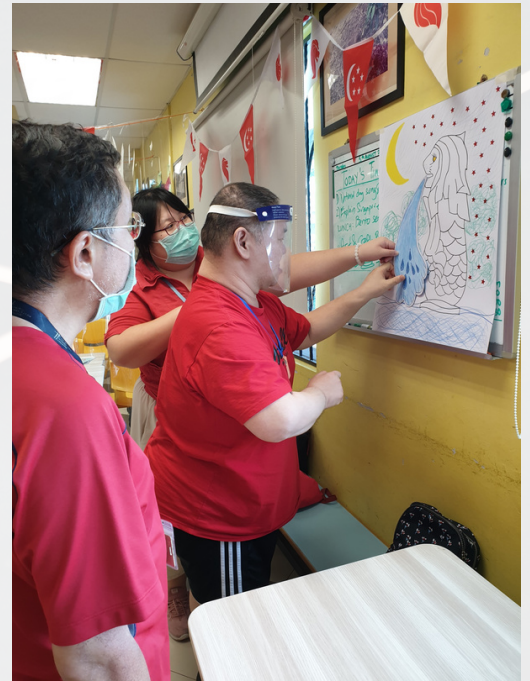




# HIGHLIGHT OF THE YEAR

## National Day Celebration

National Day was celebrated in the midst of the pandemic in 2021. With strict SMMs, clients, staff and volunteers vowed their allegiance to Singapore and committed to always become good citizens that care for one another.





# HIGHLIGHT OF THE YEAR

## Christmas Celebration



The year-end festivities always bring excitement to COH's clients, as they look forward to a slew of activities and presents. In December 2021, while we were still navigating through the COVID-19 pandemic, clients were happy celebrating the birth of Jesus. Through various activities to commemorate the birth of our Savior, we celebrated this day with the hope that Christmas 2021 would bring a new hope in the coming year.





# HIGHLIGHT OF THE YEAR

## COH Community Day cum Charity Run 2021

COH conducted Community Day cum Charity Run from 16 October to 27 November 2021. The Charity run/walk spanned across 42 days to commemorate COH 42nd Anniversary. The aim of this event was to create awareness for COH in the community, with the hope to attract a bigger pool of volunteers and donors.

In view of the pandemic, the charity run was done virtually, where participants can run/walk on their own and recorded their running/walking distance using running apps such as Strava. With the help of co-organizer NobleLife International Pte Ltd, COH successfully conducted the event with 387 participants, comprising of members of the public, COH clients and staff. This event raised over \$124,000.00. We would like to sincerely thank all participants and donors for their compassion and generosity towards our clients and beneficiaries.





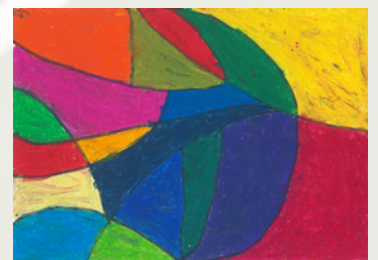
# HIGHLIGHT OF THE YEAR

## NORTH EAST CDC - *Inclusive Arts And Music Festival 2021*

COH participated in the North East CDC - Inclusive Arts and Music Festival 2021, where we were given opportunities to display our clients' paintings for sale. Out of 5 art pieces completed by our clients, 4 were sold and 50% of the proceeds went to the artists (clients). Through participation in such events, we wish for more government initiatives to promote inclusivity and allowing clients a platform to display their talents and creativity.



*Client/Caregiver bonding photo in Black and White featured during the event*



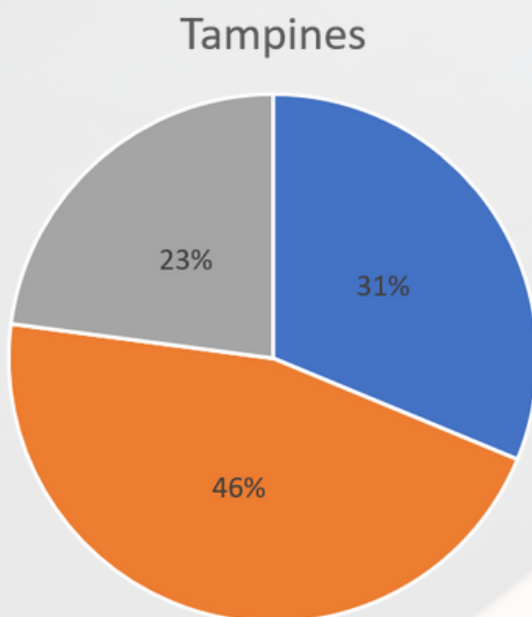
*These paintings were sold at \$150 each during the event*



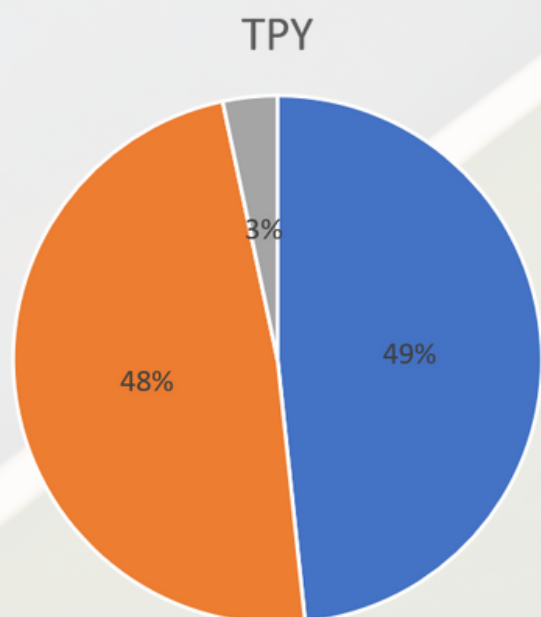
# ADMISSION AND DISCHARGE OF CLIENTS 2021

Centre	Admission	Discharge	Total No. of Clients (as of 31 Dec 2021)
Tampines	3	1	48
Toa Payoh	3	1	60

## CLIENT ASSESMENT TIER NO. OF CLIENTS IN EACH TIER



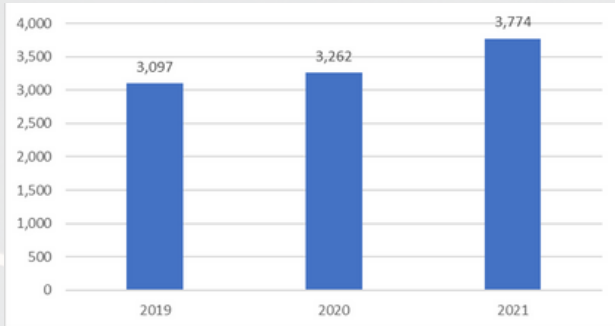
■ Tier 1 ■ Tier 2 ■ Tier 3



■ Tier 1 ■ Tier 2 ■ Tier 3

# FINANCIAL SUMMARY

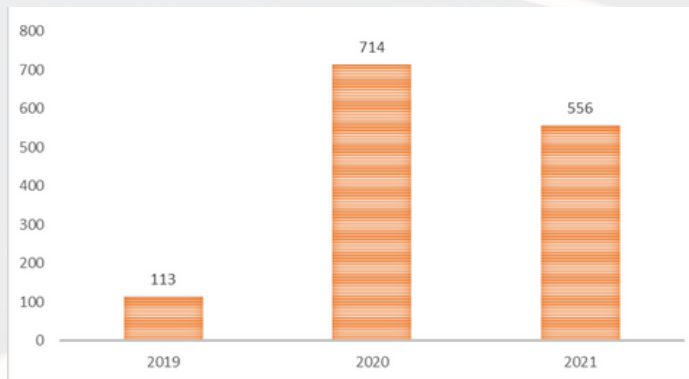
## Total Income



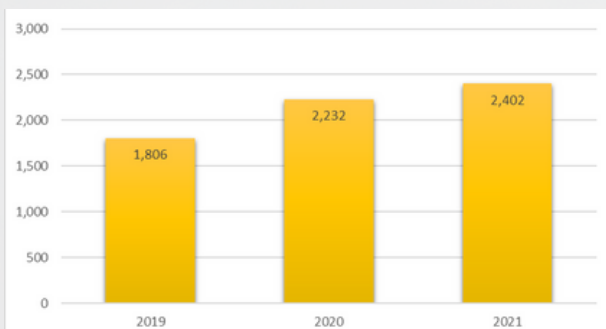
## Total Expenditure



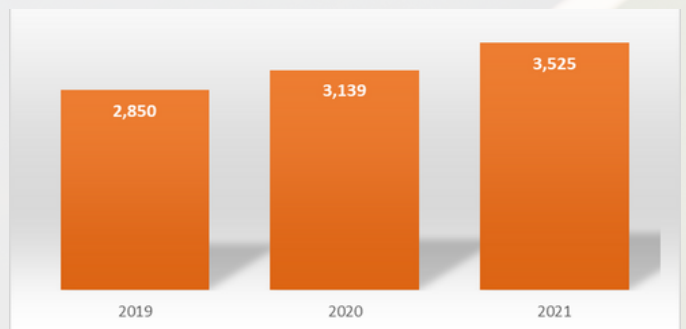
## Surplus



## Restricted Fund



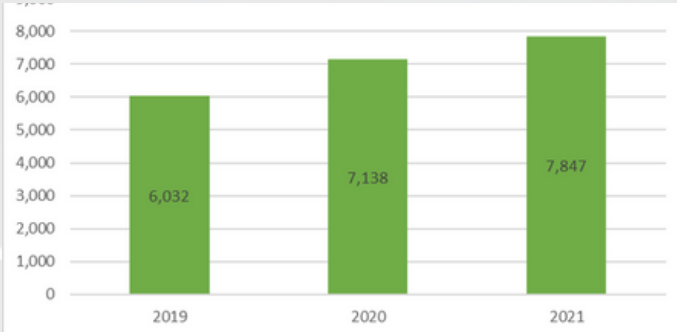
## Unrestricted Fund



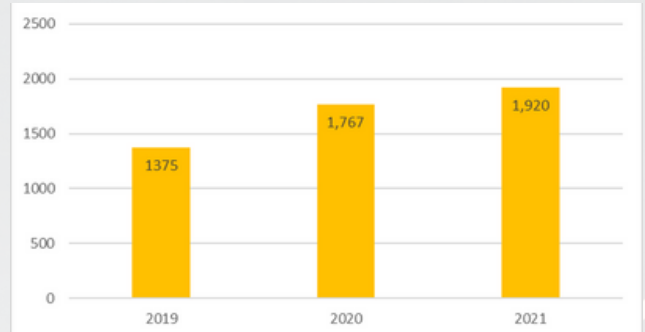


# FINANCIAL SUMMARY

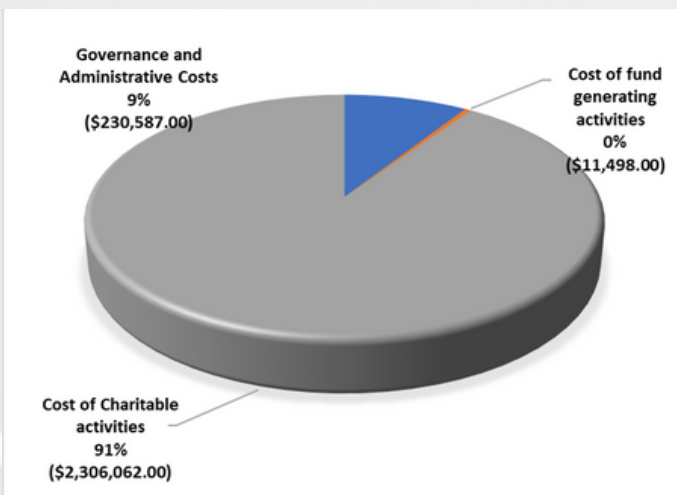
## Total Assets



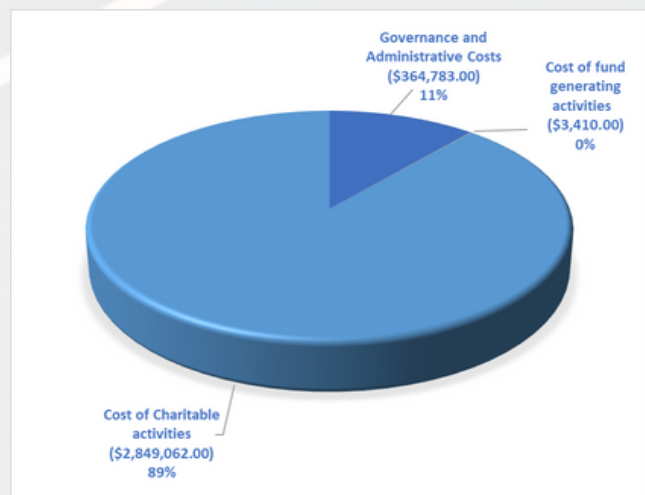
## Total Liabilities



2020



2021



**Approved Budget for the Year 2022**  
**\$3,349,569.78**

# HOW CAN YOU HELP?

## Volunteer and Collaboration

We welcome you to volunteer and collaborate with us to make a difference in the live of our clients

## Donation

Our day activity centres require extensive resources to sustain our daily operating costs.

To learn more about us, please visit our website [www.coh.org.sg](http://www.coh.org.sg) or our facebook page @<https://facebook.com/coh.sg>

We are greatly thankful and appreciate all contributions from our donors.

If you would like to volunteer or to donate, please call us @67873200 or email as @ [admin@coh.org.sg](mailto:admin@coh.org.sg)

Alternatively, please visit our donation page @ <https://coh.org.sg/donate/> to donate or our volunteer page @ <https://coh.org.sg/volunteer/>

