

Girl Guides Singapore
(Registered Under the Charities Act, Chapter 37)
(Established in the Republic of Singapore)
(UEN S67SS0005D)

**Annual Report for the financial year ended
31 December 2011**

Associated With

Smith & Williamson

Nexia TS Public Accounting Corporation

UEN: 200507237N

Incorporated with limited liability

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Girl Guides Singapore
Statement By National Council

We, Mrs Chua-Lim Yen Ching and Miss Eleanor Lee Kim Lin, hereby state that in the opinion of the National Council of Girl Guides Singapore, the financial statements set out in 5 to 29 are drawn up so as to give a true and fair view of the state of affairs of Girl Guides Singapore as at 31 December 2011 and of the results, and cash flows for the financial year ended on that date.

On behalf of the National Council



.....
Mrs Chua-Lim Yen Ching
Chief Commissioner



.....
Miss Eleanor Lee Kim Lin
Honorary Treasurer

Singapore
21 April 2012

Independent Auditor's Report to the National Council of Girl Guides Singapore

Report on the Financial Statements

We have audited the accompanying financial statements of Girl Guides Singapore, which comprise the balance sheet as at 31 December 2011, the statement of comprehensive income, the statement of changes in accumulated fund and statement of cash flows for the financial year then ended, and a summary of significant accounting policies and other explanatory notes.

National Council's Responsibility for the Financial Statements

The National Council is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Charities Act, Chapter 37 (the "Act") and Singapore Financial Reporting Standards, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorised use or disposition, that transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair profit and loss accounts and balance sheets and to maintain accountability of assets.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Singapore Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation of financial statements that give a true and fair view 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 entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the National Council, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Independent Auditor's Report to the National Council of
Girl Guides Singapore
(Cont'd...)**

Opinion

In our opinion, the financial statements are properly drawn up in accordance with the provision of the Act and Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of Girl Guides Singapore as at 31 December 2011 and the results, changes in funds and cash flows of Girl Guides Singapore for the financial year ended on that date.

Report on other legal and regulatory requirements

In our opinion, the accounting and other records required by regulations enacted under the Charities Act to be kept by Girl Guides Singapore have been properly kept in accordance with the provision of the Act.

During the course of our audit, nothing came to our attention that caused us to believe that:

- (a) Girl Guides Singapore did not comply with the requirements of Regulation 15 (fund-raising expenses) in the Charities (Institutions of a Public Character) (Amendment) Regulations 2008.
- (b) the funds have not been used in accordance with the objectives of Girl Guide Singapore as an institution of a public charter.



***Nexia TS Public Accounting Corporation
Public Accountants and Certified Public Accountants***

**Singapore
21 April 2012**

	Note	2011 \$	2010 \$
Current Assets			
Cash and cash equivalents	3	2,821,893	3,066,689
Other receivables	4	163,552	156,970
Inventories	5	103,976	78,846
Other current assets	6	33,556	18,376
		<u>3,122,977</u>	<u>3,320,881</u>
Non-Current Assets			
Property, plant and equipment	7	2,807,066	3,034,780
Total Assets		<u>5,930,043</u>	<u>6,355,661</u>
Current Liabilities			
Other payables and accruals	8	111,041	108,005
Specific grants and donations received in advance	9	199,000	336,000
		<u>310,041</u>	<u>444,005</u>
Non-current Liabilities			
Deferred capital grant	10	1,000,140	1,074,818
Total Liabilities		<u>1,310,181</u>	<u>1,518,823</u>
Net Assets		<u>4,619,862</u>	<u>4,836,838</u>
Representing:			
Funds			
Accumulated fund		2,004,745	2,097,657
Dorothy Chan fund	11	19,085	19,345
Fixed assets replacement reserve	13	120,000	120,000
Division fund	14	93,577	93,499
Trefoil fund	15	5,990	4,543
Training fund	16	36,400	47,505
Total		<u>2,279,797</u>	<u>2,382,549</u>
Building fund	12	<u>2,340,065</u>	<u>2,454,289</u>
Total funds		<u>4,619,862</u>	<u>4,836,838</u>

The accompanying notes form an integral part of the financial statements

	Note	2011 \$	2010 \$
Net surplus of shop account	17	59,063	41,049
Other income	18	989,071	1,460,430
Land premium grant	24	431,762	431,765
Amortisation of deferred capital grant	10	74,678	73,443
Amortisation of building fund	12	114,224	114,224
		<u>1,668,798</u>	<u>2,120,911</u>
Less: Expenses			
Operating expenses	19	(407,728)	(375,966)
Guiding programme and development	20	(544,178)	(336,344)
Campsite expenses	21	(173,485)	(198,288)
Depreciation of property, plant and equipment at headquarter		(204,557)	(206,098)
Land premium	24	(431,762)	(431,765)
		<u>(1,761,710)</u>	<u>(1,548,461)</u>
Total comprehensive (loss)/income, representing (deficit)/surplus for the financial year		<u><u>(92,912)</u></u>	<u><u>572,450</u></u>

The accompanying notes form an integral part of the financial statements

	2011	2010
	\$	\$
Accumulated Fund		
Balance at beginning of financial year	2,097,657	1,525,207
Total comprehensive (loss)/income for the financial Year	(92,912)	572,450
Balance at the end of financial year	<u>2,004,745</u>	<u>2,097,657</u>

The accompanying notes form an integral part of the financial statements

	Note	2011 \$	2010 \$
<u>Cash flows from operating activities</u>			
(Deficit) / surplus for the financial year		(92,912)	572,450
Adjustment for:			
- Depreciation of property, plant and equipment	7	259,430	255,798
- Interest received		(6,705)	(5,500)
- Amortisation of deferred capital grants	10	(74,678)	(73,443)
- Amortisation of building fund	12	(114,224)	(114,224)
		(29,089)	635,081
Changes in working capital:			
- Inventories		(25,130)	21,143
- Other receivables		(6,582)	(62,232)
- Other current assets		(15,180)	24,999
- Other payables and accruals		3,036	2,599
Net cash (used in) / provided by operating activities		(72,945)	621,590
<u>Cash flows from investing activities</u>			
Additions to property, plant and equipment	7	(31,716)	(83,538)
Interest received		6,705	5,500
Net cash (used in) investing activities		(25,011)	(78,038)
<u>Cash flows from financing activities</u>			
Deferred capital grants		-	20,900
Dorothy Chan fund		(260)	5,925
Division fund		78	101
MOE Div fund		36,400	-
Training fund		(47,505)	(13,338)
Trefoil fund		1,447	389
Specific grants and donation received in advance		199,000	336,000
Specific grants and donation used		(336,000)	-
Net cash (used in)/provided by financing activities		(146,840)	349,977
Net (decrease) / increase in cash and cash equivalents		(244,796)	893,529
Cash and cash equivalents at beginning of financial year		3,066,689	2,173,160
Cash and cash equivalents at end of financial year	3	2,821,893	3,066,689

The accompanying notes form an integral part of the financial statements

These notes form an integral part of and should be read in conjunction with the accompanying Girl Guides Singapore financial statements.

1 General Information

Girl Guides Singapore is a society established in Singapore. Its principal place of business is at 9 Bishan Street 14 Singapore 579785.

The principal activity of Girl Guides Singapore is to train girls and young women to develop themselves as responsible citizens.

2 Summary of Significant Accounting Policies

(a) *Basis of preparation*

These financial statements have been prepared in accordance with Singapore Financial Reporting Standards ("FRS"), including related interpretation promulgated by the Accounting Standards Council. The financial statements have been prepared under the historical cost convention except as disclosed in the accounting policies below.

The preparation of these financial statements in conformity with FRS requires the National Council to exercise its judgement in the process of applying Girl Guides Singapore's accounting policies. It also requires the use of certain critical accounting estimates and assumptions.

Estimates, assumptions and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no areas involving a higher degree of judgement or complexity, or areas where estimates and assumptions are significant to the financial statements.

Interpretations and amendments to published standards effective in 2011

On 1 January 2011, the Girl Guides Singapore adopted the new or amended FRS and Interpretations to FRS ("INT FRS") that are mandatory for application from that date. Changes to the accounting policies of Girl Guides Singapore have been made as required, in accordance with the transitional provisions in the respective FRS and INT FRS.

The adoption of these new or amended FRS and INT FRS did not result in substantial changes to the accounting policies of Girl Guides Singapore and had no material effect on the amounts reported for the current and prior financial years.

(b) *Property, plant and equipment*

Property, plant and equipment are initially stated at cost. Subsequent to recognition, property, plant and equipment are stated at cost less accumulated depreciation and any impairment in value. The cost of an asset comprises its purchase price and any directly attributable costs of bringing the asset to working condition for its intended use.

2 Summary of Significant Accounting Policies (Cont'd...)

(b) *Property, plant and equipment (Cont'd...)*

Depreciation

Depreciation is calculated on a straight line basis to write off the cost of property, plant and equipment over their estimated useful lives. The annual depreciation rate has been taken as follows:

Furniture & fittings	-	5 years
Office, camping, electrical & training equipment	-	3 – 5 years
Public address system & musical equipment	-	5 years
Headquarters renovation	-	5 years
Campsite and renovation	-	5 – 20 years
Headquarters leasehold land & building	-	28 years

Useful life and depreciation method are reviewed at each year end to ensure that the amount, method and period of depreciation are consistent with previous estimates and the expected pattern of consumption of the future economic benefits embodied in the items of property, plant and equipment.

Fully depreciated assets are retained in the financial statements until they are no longer in use.

Subsequent expenditure

Subsequent expenditure relating to property, plant and equipment that has already been recognised is added to the carrying amount of the asset when it is probable that future economic benefits, in excess of the originally assessed standard of performance of the existing asset, will flow to Girl Guides Singapore and the cost can be reliably measured. Other subsequent expenditure which does not provide future economic benefit is recognised as an expense during the year in which it is incurred.

Disposal

On disposal of a property, plant and equipment, the difference between the net disposal proceeds and its carrying amount is taken to the statement of comprehensive income; any amount in revaluation reserve relating to that asset is transferred to retained earnings.

(c) *Currency translation*

The financial statements are presented in Singapore Dollar, which is the functional currency of Girl Guides Singapore.

Transactions in a currency other than Singapore Dollar ("foreign currency") are translated into Singapore Dollar using the exchange rates prevailing at the dates of the transactions. Currency translation differences resulting from the settlement of such transactions and from the translation of monetary assets and liabilities denominated in foreign currencies at the closing rates at the balance sheet date are recognised in the statement of comprehensive income. Non-monetary items measured at fair values in foreign currencies are translated using the exchange rates at the date when the fair values are determined. Currency translation differences on these items are included in the fair value reserve.

2 Summary of Significant Accounting Policies (Cont'd...)

(d) *Employee benefits*

Defined contribution plans

Defined contribution plans are post-employment benefit plans under which the entity pays fixed contributions into separate entities such as the Central Provident Fund on a mandatory, contractual or voluntary basis.

Employee leave entitlement

Employee entitlements to annual leave and long service leave are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave and long-service leave as a result of service rendered by employees up to the balance sheet date.

(e) *Donations*

Donations are included in the statement of comprehensive income or in the fund accounts on a cash basis, except for donations specifically designated for future events or expenditure which are included in the statement of comprehensive income in the same period as the designated expenditure.

(f) *Grants*

Grants from the government are recognised at their fair values where there is a reasonable assurance that the grant will be received and Girl Guides Singapore will comply with attached conditions.

Government grants to support activities and projects for the financial period are recognised as income in the period it becomes receivable. Government grants related to capital assets are presented in the balance sheet and treated according to note (g) below.

(g) *Capital Grants*

These represent grants received from the Singapore Government for the construction of the campsite at Jalan Bahtera and the Girl Guides Singapore headquarters cum training centre at Bishan Street 14.

Government grants are taken to the deferred capital grant account upon utilisation of the grant for the purchase of assets which are capitalised, or to income or expenditure for purchases of assets which are expensed off. Government grants relating to such capital expenditure are deferred and taken to statement of comprehensive income over the period necessary to match them with the costs they are intended to compensate. Government grants relating to assets are presented in the balance sheet as appropriate and are recognised in the statement of comprehensive income on a straight-line basis over the expected useful lives of the related assets.

2 Summary of Significant Accounting Policies (Cont'd...)

(h) Revenue recognition

Revenue comprises the fair value of the consideration received or receivable for the sale of goods and rendering of services in the ordinary course of the entity's activities. Revenue is presented, net of goods and services tax, rebates and discounts.

Revenue from sale of merchandise and cookies is recognised when the entity has delivered the products to the customer, the customer has accepted the products and the collectability of the related receivables is reasonably assured.

Interest income is recognised on accrual basis using the effective interest method.

(i) Other receivables

Other receivables are initially recognised at fair value and subsequently carried at amortised cost using the effective interest method less impairment.

An allowance for impairment of trade and other receivables is recognised when there is objective evidence that Girl Guides Singapore will not be able to collect all amounts due according to the original terms of the receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments are considered indicators that the receivable is impaired. The amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate.

(j) Inventories

Inventories are stated at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business, less applicable variable selling expenses.

Cost is calculated using the weighted average cost formula and comprises all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition.

When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the year in which the related revenue is recognised. The amount of any write-down of inventories to net realisable value and all losses of inventories are recognised as an expense in the year the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value, is recognised as a reduction in the amount of inventories recognised as an expense in the year in which the reversal occurs.

2 Summary of Significant Accounting Policies (Cont'd...)

(k) Impairment of non-financial assets

Property, plant and equipment are reviewed for impairment whenever there is any objective evidence or indication that these assets may be impaired

For the purpose of impairment testing of the assets, recoverable amount is determined on an individual asset basis unless the asset does not generate cash flows that are largely independent of those from other assets. If this is the case, the recoverable amount is determined for the cash-generating unit (CGU) to which the asset belongs.

If the recoverable amount of the asset (or CGU) is estimated to be less than its carrying amount, the carrying amount of the asset (or CGU) is reduced to its recoverable amount. The difference between the carrying amount and recoverable amount is recognised as an impairment loss in the statement of comprehensive income.

An impairment loss for an asset is reversed if, and only if, there has been a change in the estimates used to determine the assets' recoverable amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its revised recoverable amount, provided that this amount does not exceed the carrying amount that would have been determined (net of accumulated depreciation) had no impairment loss been recognised for the asset in prior years. A reversal of impairment loss for an asset is recognised in the statement of comprehensive income.

(l) Provisions

Provisions required for asset dismantlement, removal or restoration, warranty, restructuring and legal claims are recognised when the Girl Guides Singapore has a legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation and a reliable estimate of the amount can be made.

(m) Other payables

Other payables are initially measured at fair value, and subsequently measured at amortised cost, using the effective interest method.

(n) Cash and cash equivalents

Cash and cash equivalents comprise cash balances and bank deposits which are subject to insignificant risk of changes in value.

(o) Fair value estimation of financial assets and liabilities

The fair values of financial assets traded in active markets are based on quoted market bid-prices at the balance sheet date.

The fair values of current financial assets and liabilities carried at amortised cost approximate their carrying amounts.

3 Cash and Cash Equivalents

	2011 \$	2010 \$
Cash at bank and on hand	483,004	1,633,780
Short term bank deposits		
- Fixed assets replacement reserve (Note 13)	120,000	120,000
- Division fund (Note 14)	93,577	93,499
- Other funds	2,125,312	1,219,410
	2,338,889	1,432,909
	2,821,893	3,066,689

Cash and cash equivalents consist of short-term bank deposits and cash at bank and on hand.

Short-term bank deposits at the balance sheet date have an average maturity date between 3 to 9 months from the end of the financial year with the average effective interest rates:

	2011	2010
Singapore Dollar	0.24%	0.24%

The exposure of short term deposits to interest rate risks is disclosed in Note 25.

4 Other Receivables

	2011 \$	2010 \$
Cookie sales receivables	41,808	26,377
Capitation grant receivables	108,708	115,920
Other receivables	13,036	14,673
	163,552	156,970

Cookie sales receivables relate to amounts receivable from schools for the sales of cookies.

Capitation grant receivables relate to Capitation Grant 2011 from the Ministry of Education which was subsequently received in February 2012.

5 Inventories

	2011	2010
	\$	\$
Uniforms, badges, books and miscellaneous equipment	81,875	78,564
Cookies	22,101	282
	<u>103,976</u>	<u>78,846</u>

The cost of inventories recognised as expense and included in "Cost of Sales" amounted to \$146,942 (2010: \$159,270).

6 Other Current Assets

	2011	2010
	\$	\$
Refundable deposits	6,950	5,610
Prepayments	26,606	12,766
	<u>33,556</u>	<u>18,376</u>

7 Property, Plant and Equipment

<u>2011</u>	<u>Furniture & Fittings</u>	<u>Office, Camping Electrical & Training Equipment</u>	<u>Public Address System & Musical Equipment</u>	<u>Campsite and renovation</u>	<u>Headquarters Leasehold Land & Building</u>	<u>Headquarters Renovation</u>	<u>Total</u>
Cost	\$	\$	\$	\$	\$	\$	\$
Balance at beginning of financial year	87,699	234,396	1,325	2,782,832	4,934,018	87,560	8,127,830
Additions	8,154	2,955	-	20,607	-	-	31,716
Balance at end of financial year	<u>95,853</u>	<u>237,351</u>	<u>1,325</u>	<u>2,803,439</u>	<u>4,934,018</u>	<u>87,560</u>	<u>8,159,546</u>
Accumulated depreciation							
Balance at beginning of financial year	84,074	211,812	1,325	2,648,977	2,108,835	38,027	5,093,050
Charge for the financial year	1,802	12,814	-	54,872	176,526	13,416	259,430
Balance at end of financial year	<u>85,876</u>	<u>224,626</u>	<u>1,325</u>	<u>2,703,849</u>	<u>2,285,361</u>	<u>51,443</u>	<u>5,352,480</u>
Net book value							
As at 31 December 2011	<u>9,977</u>	<u>12,725</u>	<u>-</u>	<u>99,590</u>	<u>2,648,657</u>	<u>36,117</u>	<u>2,807,066</u>

7 Property, Plant and Equipment (Cont'd...)

<u>2010</u> Cost	Furniture & Fittings \$	Office, Camping Electrical & Training Equipment \$	Public Address System & Musical Equipment \$	Campsite and renovations \$	Headquarters Leasehold Land & Building \$	Headquarters Renovation \$	<u>Total</u> \$
Balance at beginning of financial year	87,699	232,698	1,325	2,740,532	4,934,018	48,020	8,044,292
Additions	-	1,698	-	42,300	-	39,540	83,538
Balance at end of financial year	<u>87,699</u>	<u>234,396</u>	<u>1,325</u>	<u>2,782,832</u>	<u>4,934,018</u>	<u>87,560</u>	<u>8,127,830</u>
Accumulated depreciation							
Balance at beginning of financial year	82,371	194,065	1,325	2,599,277	1,932,304	27,910	4,837,252
Charge for the financial year	1,703	17,747	-	49,700	176,531	10,117	255,798
Balance at end of financial year	<u>84,074</u>	<u>211,812</u>	<u>1,325</u>	<u>2,648,977</u>	<u>2,108,835</u>	<u>38,027</u>	<u>5,093,050</u>
Net book value							
As at 31 December 2010	<u>3,625</u>	<u>22,584</u>	<u>-</u>	<u>133,855</u>	<u>2,825,183</u>	<u>49,533</u>	<u>3,034,780</u>

7 Property, Plant and Equipment (Cont'd...)

The leasehold land & building is fully funded by monetary capital grants and the building fund as analysed as follows:

	2011 \$	2010 \$
Gross amount		
Building Fund [Note 12(a)]	3,079,787	3,079,787
Deferred capital grants [Note 10(a)]	1,854,231	1,854,231
Total	<u>4,934,018</u>	<u>4,934,018</u>
	2011 \$	2010 \$
Net of amortisation		
Building Fund [Note 12(a)]	1,655,317	1,765,625
Deferred capital grants [Note 10(a)]	993,340	1,059,558
Total	<u>2,648,657</u>	<u>2,825,183</u>

8 Other Payables and Accruals

	2011 \$	2010 \$
GST payables	22,280	27,626
Accrued operating expenses	75,915	72,660
Other payables	12,846	7,719
	<u>111,041</u>	<u>108,005</u>

9 Specific grants and donations received in advance

	2011 \$	2010 \$
Government grant for Camp Christine refurbishment	199,000	236,000
Specific donation for Thinking Day	-	100,000
	<u>199,000</u>	<u>336,000</u>

Government grant for Camp Christine refurbishment is grant received from Ministry of Education. The Camp Christine refurbishment construction will commence in early 2012.

10 Deferred Capital Grants

<u>Composition:</u>	2011 \$	2010 \$
Girl Guide Singapore Headquarters [Note (a)]	993,340	1,059,558
Campsite - Camp Christine [Note (b)]	6,800	15,260
	<u>1,000,140</u>	<u>1,074,818</u>
	2011 \$	2010 \$
(a) <u>Girl Guides Singapore Headquarters</u>		
Cost		
Balance at beginning and end of financial year	<u>1,854,231</u>	<u>1,854,231</u>
Accumulated amortisation		
Balance at beginning of financial year	794,673	728,450
Charge for the financial year	66,218	66,223
Balance at end of financial year	<u>860,891</u>	<u>794,673</u>
Net book value	<u>993,340</u>	<u>1,059,558</u>
	2011 \$	2010 \$
(b) <u>Campsite – Camp Christine</u>		
Cost		
Balance at beginning of financial year	100,900	80,000
Addition	-	20,900
Balance at end of financial year	<u>100,900</u>	<u>100,900</u>
Accumulated amortisation		
Balance at beginning of financial year	85,640	78,420
Charge for the financial year	8,460	7,220
Balance at end of financial year	<u>94,100</u>	<u>85,640</u>
Net book value	<u>6,800</u>	<u>15,260</u>

The total amortisation expenses of \$74,678 (2010: \$73,443) were included in the statement of comprehensive income.

11 Dorothy Chan Fund

This fund is set up to account for donations received for camp fees subsidy.

<u>Composition:</u>	2011 \$	2010 \$
Balance at beginning of financial year	19,345	13,420
Utilisation of fund – subsidised camp fees	(260)	(75)
Donation received	-	6,000
Balance at end of financial year	<u>19,085</u>	<u>19,345</u>

12 Building Fund

This fund is set up to account for donations received for the development of Girl Guides Singapore headquarters cum training centre and its related income and expenditure. The building was completed in December 1998.

	2011 \$	2010 \$
Girl Guides Singapore Headquarters [Note (a)]	1,655,317	1,765,625
Upgrading of Heritage Gallery [Note (b)]	16,117	20,033
Non-designated building fund	668,631	668,631
	<u>2,340,065</u>	<u>2,454,289</u>

	2011 \$	2010 \$
(a) <u>Girl Guides Singapore Headquarters</u>		
Cost		
Balance at beginning and end of financial year	<u>3,079,787</u>	<u>3,079,787</u>
Accumulated amortisation		
Balance at beginning of financial year	1,314,162	1,203,854
Charge for the financial year	110,308	110,308
Balance at end of financial year	<u>1,424,470</u>	<u>1,314,162</u>
Net book value	<u>1,655,317</u>	<u>1,765,625</u>

12 Building Fund (Cont'd...)

	2011 \$	2010 \$
(b) <u>Upgrading of Heritage Gallery</u>		
Cost		
Balance at beginning and end of financial year	<u>30,000</u>	<u>30,000</u>
Accumulated amortisation		
Balance at beginning of financial year	9,967	6,051
Charge for the financial year	3,916	3,916
Balance at end of financial year	<u>13,883</u>	<u>9,967</u>
Net book value	<u>16,117</u>	<u>20,033</u>

In 2007, Girl Guides Singapore received a \$30,000 donation from Shaw Foundation. This donation was ear-marked for the upgrading and updating of the Heritage Gallery at Girl Guides Singapore Headquarters. As at 31 December 2011 and 2010, the balance of the unutilised fund is \$6,989.

The amortisation expenses of \$114,224 (2010: \$114,224) were included in the statement of comprehensive income.

13 Fixed Assets Replacement Reserve

This reserve is set up for the purpose of future property, plant and equipment asset replacements.

	2011 \$	2010 \$
Balance at beginning and end of financial year	<u>120,000</u>	<u>120,000</u>

14 Division Fund

This represents funds raised by the Girl Guides Singapore's four divisions. These are set aside for the respective divisions' guiding activities.

	2011 \$	2010 \$
Balance at beginning of financial year	93,499	93,398
Interest received	78	101
Balance at end of financial year	<u>93,577</u>	<u>93,499</u>

15 Trefoil Fund

This fund is set up for the support of the alumni of Girl Guides Singapore. The Trefoil Guild is self-sufficient in supporting their activities.

	2011 \$	2010 \$
Balance at beginning of financial year	4,543	4,154
Contributions received from members	1,594	709
Utilisation for activities	(147)	(320)
Balance at end of financial year	5,990	4,543

16 Training Fund

<u>Composition:</u>	2011 \$	2010 \$
Project 5G [Note (a)]	-	17,505
Fund from Ministry of Education [Note (b)]	36,400	30,000
	36,400	47,505

(a) Project 5G

	2011 \$	2010 \$
Balance at beginning of financial year	17,505	21,567
Utilisation of grant – Guides training	(17,505)	(4,062)
Balance at end of financial year	-	17,505

This fund was given by the Council for 3rd Age (Golden Opportunities Fund) to defray the expenses incurred for Project 5G (Girl Guides Garner Granny Generation).

(b) Fund from Ministry of Education

	2011 \$	2010 \$
Balance at beginning of financial year	30,000	39,276
Grant received	69,200	30,000
Utilisation of grant – Guides training	(62,800)	(39,276)
Balance at end of financial year	36,400	30,000

During the financial year, Girl Guides Singapore received a total of \$69,200 (2010: \$30,000) from the Ministry of Education to support specific training and education activities.

17 Shop account

	2011 \$	2010 \$
Sales	239,035	231,303
Less: Cost of sales		
Opening inventories	78,564	97,146
Purchases	150,253	140,688
	228,817	237,834
Less: Closing inventories	(81,875)	(78,564)
	<u>146,942</u>	<u>159,270</u>
Gross profit of shop account	92,093	72,033
Shop assistant salaries and related payments	(33,030)	(30,984)
Net surplus of shop account	<u>59,063</u>	<u>41,049</u>

18 Other Income

	2011 \$	2010 \$
Camp fees	16,309	2,036
Campsite fees	24,200	78,700
Capitation fees	47,319	46,189
Cookies sales	427,055	385,555
Capitation grant	108,708	115,920
Toteboard training grant	-	47,467
Interest received on deposits and savings accounts	6,705	5,500
Utilisation of Ministry of Education training fund [Note 16(b)]	62,800	39,276
National Volunteer & Philanthropy Centre Grant	41,496	69,024
Non-tax exempt donations	3,229	5,495
Specific donations for Thinking Day [Note 9]	100,000	-
National Council of Social Service subsidy	-	540
Tax exempt donations	5,000	69,004
Training fees	85,203	94,060
Grant for specific activities and projects	61,047	52,701
Centenary Dinner 2010	-	448,963
	<u>989,071</u>	<u>1,460,430</u>

Included in income from Centenary Dinner 2010 is tax exempt donations of \$448,963.

19 Operating Expenses

	2011	2010
	\$	\$
Advertisement	-	2,494
Provision on allowance for untaken leave	-	1,791
Audit fee	6,000	5,800
Contract cleaning	22,827	22,800
Contract services – temporary staff	6,938	3,027
Insurance	13,444	12,398
IT support services	41,420	-
Landscape maintenance	5,600	4,200
Medical expenses	1,059	943
Miscellaneous	1,032	127
Postage and bank charges	889	622
Printing and stationery	11,464	5,490
Professional fees	18,837	12,845
Refreshments	3,932	1,494
Repairs and maintenance	11,888	26,245
Souvenir, card and floral basket	1,206	206
Staff salaries and related costs	216,702	234,877
Staff welfare and training	3,706	2,884
Telephone	3,819	3,776
Trefoil	147	-
Transportation	474	58
Water and light	36,344	33,889
	<u>407,728</u>	<u>375,966</u>

20 Guiding Programme and Development

	2011	2010
	\$	\$
Brownie and guide branch activities	5,065	8,852
Camp expenses	11,533	3,469
Centenary celebration – Empower Girls	24,198	4,198
Communication expenses	6,700	7,300
Guide training expenses	49,567	35,506
International expenses	51,961	16,358
Membership promotion expenses	9,444	11,540
Programme and division expenses	6,296	3,608
Trainers salaries and related costs	279,940	183,380
Thinking Day celebration	95,656	61,910
Young Adults expenses	3,818	223
	<u>544,178</u>	<u>336,344</u>

21 Campsite Expenses

	2011 \$	2010 \$
Depreciation of campsite and renovation (Note 7)	54,872	49,700
Insurance	3,028	3,917
Laundry	2,502	7,776
Repairs and maintenance	20,350	42,970
Staff salaries and related costs	75,212	69,198
Water, light and gas	17,521	24,727
	173,485	198,288

22 Employees Compensation

	2011 \$	2010 \$
Wages and salaries	557,731	400,408
Employer's contribution to Central Provident Fund	54,044	51,937
Other benefits	-	71,039
	611,775	523,384
Grant income from jobs credit scheme	-	(6,405)
	611,775	516,979

The jobs credit scheme is a cash grant introduced in the Singapore Budget 2009 to help businesses preserve jobs in the economic downturn. The jobs credit will be paid to eligible employers in 2009 in four payments and the amount an employer can receive would depend on the fulfillment of the conditions as stated in the scheme.

23 Income Tax

Under the provisions of Section 13U(1) of the Income Tax Act, the income of an approved not-for-profit organisation such as Girl Guides Singapore is exempt from tax, therefore no provision was made for the financial year.

24 Land Premium/Grant

On 5 May 1999, the Ministry of Finance agreed to provide Girl Guides Singapore 100% grant for the land premium pertaining to the state land on which its headquarters cum training centre is located.

The grant covers the entire 30-year lease of the said state land commencing from 15 May 1997. The annualised land premium is \$267,293 plus GST.

24 Land Premium/Grant (Cont'd...)

On 21 February 2005, the Ministry of Finance agreed to provide Girl Guides Singapore 100% grant for the annualised land premium of \$164,472 (2010: \$164,472) plus GST for the Temporary Occupancy License (TOL) of Camp Christine.

As at 31 December 2011, the Girl Guides Singapore has received, on a cumulative basis, land premium grant and stamp duty amounting to \$5,064,094 (2010: \$4,632,332), exclusive of GST, comprising \$4,022,864 (2010: \$3,755,571) and \$1,041,230 (2010: \$876,761) for the Girl Guides Singapore Headquarters and Camp Christine, respectively. The land premium grant received in 2011 of \$431,762 (2010: \$431,765) has accordingly been paid to the Singapore Land Authority.

25 Financial Risk Management

The Girl Guides Singapore's activities expose it to a variety of financial risk: interest rate risk, credit risk and liquidity risk. The Girl Guides Singapore's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the Girl Guides Singapore's financial performance.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Girl Guide Singapore's exposure to interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates.

The Girl Guides Singapore's interest rate risk mainly arises from short-term bank deposits. The Girl Guides Singapore's exposure to interest rate risk is controlled and monitored on a regular basis.

The Girl Guides Singapore policy is to obtain the most favorable interest rates. Surplus funds are placed with reputable banks.

Sensitivity analysis for interest rate risk

At the balance sheet date, if SGD interest rate had been 25 (2010: 25) basis points higher/lower with all other variables held constant, the Girl Guides Singapore's net surplus for the year would have been \$1,450 (2010: \$1,450) higher/lower, arising mainly as a result of higher/lower interest income from fixed deposits placed with the banks.

Credit risk

Credit risk is the risk of loss that may arise on outstanding financial instruments should a counterparty default on its obligations. The Girl Guides Singapore's exposure to credit risk arises primarily from other receivables and cash and cash equivalents.

The Girl Guides Singapore's objective is to minimise losses incurred due to credit exposure. Credit risk is managed through the application of credit evaluation and monitoring procedures.

At balance sheet date, approximately 75% (2010: 39%) of the cash and cash equivalents relates to deposits with a financial institution with high credit rating. Other than this, the Girl Guides Singapore has no significant concentration of credit risk. The Girl Guides Singapore's maximum exposure to credit risk is represented by the carrying amount of each class of financial assets recognised in the balance sheet.

25 Financial Risk Management (Cont'd...)

Credit risk (Cont'd...)

Financial assets that are neither past due nor impaired

Other receivables that are neither past due nor impaired are credit worthy debtors with good payment record with the Girl Guides Singapore. Cash and cash equivalents that are neither past due nor impaired are placed with financial institutions with high credit ratings.

Liquidity risk

Liquidity risk is the risk that the Girl Guides Singapore will encounter difficulty in meeting financial obligations due to shortage of funds. The Girl Guides Singapore's exposure to liquidity risk arises primarily from mismatches of the maturities of financial assets and liabilities.

The objective of liquidity management is to ensure that the Girl Guides Singapore has sufficient funds to meet its contractual and financial obligations. To manage liquidity risk, the Girl Guides Singapore's policy is to monitor its net operating cash flows and to maintain an adequate level of cash and cash equivalents to meet its working capital requirement.

The table below summarises the maturity profile of the Girl Guides Singapore's financial liabilities as at the balance sheet date based on contractual undiscounted payments.

	2011	2010
	\$	\$
<u>Less than one year</u>		
Other payables and accruals	111,041	108,005

Fair value of financial instruments

The carrying amounts of financial assets and liabilities included in the financial statements approximate their fair values due to the relatively short term maturity of these financial instruments.

26 Capital Management

The primary objective of the Girl Guides Singapore when managing its capital is to safeguard the entity's ability as a going concern and to maintain an optimal capital structure so as to continue the Girl Guides Singapore's principal activities of training girls and young women to develop themselves as responsible citizens.

The Girl Guides Singapore monitors capital by reviewing the level of total assets and total liabilities. The review of the Girl Guides Singapore's capital management policy and objective is conducted by the National Council. As part of the review, the Girl Guides Singapore makes use of the annual budgeting process and takes into consideration the projected operating cash flow and projected capital expenditure. To maintain or adjust the capital structure, the Girl Guides Singapore may take certain actions like fund raising activities. The Girl Guides Singapore's approach to capital management remains unchanged from the previous year.

The Girl Guides Singapore is not subject to externally imposed capital requirements for financial years ended 31 December 2010 and 2011.

26 Capital Management (Cont'd...)

Reserves

Girl Guides Singapore's policy is to build reserves as is necessary to support its mission and programmes. Girl Guides Singapore seeks a reserve level of one to two years' operating expenditure. The reserve policy will be reviewed by the National Council from time to time as needed.

Reserves level as at 31 December:

	2011 \$	2010 \$
Total funds (excluding building fund)	<u>2,279,797</u>	<u>2,382,549</u>
Total operating expenditure	1,761,710	1,548,461
Less specifically funded items:		
- Land premium grant	(431,762)	(431,765)
- Depreciation	(74,680)	(73,443)
- Amortisation of building fund	(114,224)	(114,224)
	<u>1,141,044</u>	<u>929,029</u>

Funds in excess of operating expenses is 1.97 times (2010: 2.56 times).

27 Compensation of key management personnel

	2011 \$	2010 \$
Short term employee benefits	195,575	154,740
Employer's contributions to Central Provident Fund	21,291	21,880
	<u>216,866</u>	<u>176,620</u>

The number of Girl Guides Singapore's top three (3) employees which falls within the following remuneration bands is as follows:

	2011	2010
< \$100,000	<u>3</u>	<u>3</u>

The Girl Guides Singapore National Council members do not receive any remuneration.

28 New or Revised Accounting Standards and Interpretations

Certain new accounting standards, amendments and interpretations to existing standards have been published that are mandatory for accounting periods beginning on or after 1 January 2012. Girl Guides Singapore does not expect that adoption of these accounting standards or interpretations will have a material impact on the Girl Guides Singapore financial statements.

29 Authorisation of financial statements

The financial statements of Girl Guides Singapore for the year ended 31 December 2011 were authorised for issue with the resolution of the Girl Guides Singapore's National Council on 21 April 2012.

GIRL GUIDES SINGAPORE
ADDITIONAL DISCLOSURES FOR ANNUAL REPORT 2011

1. Key Office-Holders

The key office-holders in Girl Guides Singapore namely the President, Chief Commissioner, Honorary Secretary and Honorary Treasurer and other members on the National Council for 2011 are:

<u>Designation</u>	<u>Name of Office-Holder</u>	<u>Date of Current Appointment</u>	<u>Date of First Appointment to National Council</u>	<u>Occupation</u>
President	Joy Balakrishnan	2007	2007	Volunteer
Chief Commissioner	Chua Yen Ching*	2010	2005	Director, Curriculum Planning & Development Division, MOE
Honorary Secretary	Teoh Lian Ee	2009	2009	Senior Consultant
Honorary Treasurer	Eleanor Lee	2010	2010	Public Accountant
Vice-President /Fundraising	Caroline Lim			
Vice-President /Finance	Deborah Ong			
Deputy Chief Commissioner	Kim Lay Eng			
Deputy Chief Commissioner	Goh Soon Poh			
Deputy Chief Commissioner	Maz Mindi Peter			
International Commissioner	Tan Ngee Tiang			
Adviser	Anna Tham			
Adviser	Wah Teng Siew			
Adviser	Mas'amah bte Ruah			
Adviser	Chew Soon Gek			
Trefoil Guild President	Eileen Aw			
MOE Representative	Yasmin Seah			

*Mrs Chua Yen Ching functions as the Chief Executive Officer.

2. Related Entities

Girl Guides Singapore does not have entities related to it.

3. Reserves Policy

Girl Guides Singapore's policy is to build reserves as is necessary to support its mission and programmes. Girl Guides Singapore seeks a reserve level of one to two years' operating expenditure. The reserve policy will be reviewed by the National Council from time to time as needed.

4. Funds in Deficit

Girl Guides Singapore does not have any funds that are in deficit

5. Principal Funding Sources

Girl Guides Singapore's operations and activities in 2011 are funded principally from the following sources:

- Government grants
- Cookies Sales
- Donations
- Training, camp and campsite fees
- Sales of items at Guide shop
- Interest received on deposits and savings accounts