

Girl Guides Singapore
(Registered Under the Charities Act, Chapter 37)
(Registered Under the Societies Act, Chapter 311)

(Established in the Republic of Singapore)
(UEN S67SS0005D)
(ROS/RCB Registration No.: 0045/1957CAS)

**Annual Report for the financial year ended
31 December 2019**

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Girl Guides Singapore
Statement by the National Council

We, Ms Kim Lay Eng and Ms Kum Chew Foong, hereby state that in the opinion of the National Council of Girl Guides Singapore, the financial statements as set out on pages 7 to 34 are drawn up so as to give a true and fair view of the financial position of Girl Guides Singapore as at 31 December 2019 and of the financial performance, changes in accumulated fund and cash flows of Girl Guides Singapore for the financial year ended on that date.

On behalf of the National Council



.....
Ms Kim Lay Eng
Chief Commissioner



.....
Ms Kum Chew Foong
Honorary Treasurer

Singapore

24 April 2020

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

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Girl Guides Singapore, which comprise the statement of financial position as at 31 December 2019, and the statement of comprehensive income, statement of changes in accumulated fund and statement of cash flows for the financial year then ended, and notes to the financial statements, including a summary of significant accounting policies, as set out on pages 7 to 34.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Charities Act, Chapter 37 (the "Charities Act"), Societies Act, Chapter 311 (the "Societies Act") and Financial Reporting Standards in Singapore ("FRSs") so as to give a true and fair view of the financial position of Girl Guides Singapore as at 31 December 2019 and of the financial performance, changes in accumulated fund and cash flows of Girl Guides Singapore for the financial 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We are independent of Girl Guides Singapore 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.

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

Other Information

The National Council is responsible for the other information. The other information comprises the Statement by the National Council set out on page 2.

Our opinion on the financial statements does not cover the other information and we do not and will 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 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 the National Council 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, the Societies Act and FRSs, 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; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

In preparing the financial statements, the National Council is responsible for assessing Girl Guides Singapore'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 the National Council either intends to liquidate Girl Guides Singapore or to cease operations, or has no realistic alternative but to do so.

The National Council's responsibilities include overseeing Girl Guides Singapore's financial reporting process.

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

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:

- 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.
- 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 Girl Guides Singapore's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the National Council.
- Conclude on the appropriateness of the National Council'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 Girl Guides Singapore'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 Girl Guides Singapore to cease to continue as a going concern.
- 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 the National Council 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.

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

Report on Other Legal and Regulatory Requirements

In our opinion, the accounting and other records required by regulations enacted under the Charities Act and Societies Act to be kept by Girl Guides Singapore have been properly kept in accordance with the provision of the respective 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) Regulation.
- (b) the funds have not been used in accordance with the objectives of Girl Guides Singapore as an institution of a public character.

Nexia TS

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

Singapore

24 April 2020

	Note	2019 \$	2018 \$
Current assets			
Cash and bank deposits	3	4,186,221	3,395,442
Receivables	4	230,586	707,169
Inventories	5	84,205	97,031
Other current assets	6	70,792	86,774
		<u>4,571,804</u>	<u>4,286,416</u>
Non-current assets			
Property, plant and equipment	7	2,260,531	2,692,823
Total assets		<u>6,832,335</u>	<u>6,979,239</u>
Current liabilities			
Payables and accruals	8	177,049	314,147
Specific grants and donations in advance	9	48,721	401,394
		<u>225,770</u>	<u>715,541</u>
Non-current liabilities			
Deferred capital grants and donations	10	2,253,705	2,560,493
Total liabilities		<u>2,479,475</u>	<u>3,276,034</u>
Net assets		<u>4,352,860</u>	<u>3,703,205</u>
Representing:			
Funds			
Accumulated fund		3,658,525	3,009,509
Trefoil fund	11	16,994	15,779
Training fund	12	8,710	3,655
Total		<u>3,684,229</u>	<u>3,028,943</u>
Building fund	13	668,631	674,262
Total funds		<u>4,352,860</u>	<u>3,703,205</u>

	Note	2019 \$	2018 \$
Fees and grants	14a	480,976	763,982
Other income	14b	1,494,745	561,513
Net surplus of shop account	15	3,589	33,022
Land premium grant	21	434,561	434,559
Amortisation of deferred capital grants and donations	10	634,991	404,475
		3,048,862	2,197,551
Less: Expenses			
Operating expenses *	16	(630,069)	(361,792)
Guiding programme and development	17	(589,449)	(615,507)
Campsite expenses	18	(329,214)	(247,966)
Depreciation of property, plant and equipment at headquarters		(422,184)	(277,946)
Land premium	21	(434,561)	(434,559)
		(2,405,477)	(1,937,770)
Total comprehensive income, representing surplus for the financial year		643,385	259,781

* Operating expenses for the current financial year included unclaimable input Goods and Services Tax of \$227,913 (2018: Nil).

	Note	2019 \$	2018 \$
<u>Accumulated Fund</u>			
Balance at beginning of financial year		3,009,509	2,749,728
Total comprehensive income for the financial year		643,385	259,781
Transfer of Heritage Gallery Fund to accumulated fund	13	5,631	-
Balance at the end of financial year		<u>3,658,525</u>	<u>3,009,509</u>

	Note	2019 \$	2018 \$
<u>Cash flows from operating activities</u>			
Surplus for the financial year		643,385	259,781
Adjustment for:			
- Depreciation of property, plant and equipment	7	636,608	407,127
- Interest income on bank deposits and saving accounts	14b	(42,879)	(39,636)
- Amortisation of deferred capital grants and donations	10	(634,991)	(404,475)
		<u>602,123</u>	<u>222,797</u>
Changes in working capital:			
- Inventories		12,826	(37,743)
- Receivables		(23,189)	(455,064)
- Other current assets		15,982	(57,190)
- Payables and accruals		(9,298)	53,934
- Specific grants and donations in advance		489,929	510,507
- Training fund		5,055	160
Net cash provided by operating activities		<u>1,093,428</u>	<u>237,401</u>
<u>Cash flows from investing activities</u>			
Additions to property, plant and equipment		(323,796)	(783,229)
Interest received		19,932	82,603
Net cash used in investing activities		<u>(303,864)</u>	<u>(700,626)</u>
<u>Cash flows from financing activities</u>			
Contributions received for Trefoil Fund	11	2,374	3,444
Utilisation of Trefoil Fund	11	(1,159)	(1,507)
Net cash provided by financing activities		<u>1,215</u>	<u>1,937</u>
Net increase/(decrease) in cash and bank deposits		790,779	(461,288)
Cash and bank deposits at beginning of financial year		3,395,442	3,856,730
Cash and bank deposits at end of financial year	3	<u>4,186,221</u>	<u>3,395,442</u>

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 Financial Reporting Standards in Singapore ("FRSs"), 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 FRSs 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 2019

On 1 January 2019, Girl Guides Singapore adopted the new or amended FRSs and Interpretations to FRSs ("INT FRSs") that are mandatory for application for the financial year. Changes to the accounting policies of Girl Guides Singapore have been made as required, in accordance with the transitional provisions in the respective FRSs and INT FRSs.

The adoption of these new or amended FRSs and INT FRSs 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.

Specifically, the adoption of FRS 116 *Leases* has no significant impact as the land leases of Girl Guides Singapore Headquarters and Camp Christine are fully covered by land premium grant from Ministry of Education (Note 21). Girl Guides Singapore also applied practical expedients when applying FRS 116 to leases of low value assets (ie copiers).

2 Summary of Significant Accounting Policies (Cont'd)

(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.

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 – 10 years
Public address system & musical equipment	-	5 years
Campsite renovation & refurbishment	-	3 – 10 years
Campsite & store	-	20 years
Headquarters leasehold land & building	-	28 years
Headquarters renovation	-	5 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 only 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 financial 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.

2 Summary of Significant Accounting Policies (Cont'd)

(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 functional currency (“foreign currency”) are translated into functional currency 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 reporting date are recognised in the statement of comprehensive income.

(d) *Employee benefits*

Employee benefits are recognised as an expense, unless the cost qualifies to be capitalised as an asset.

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. Girl Guides Singapore has no further payment obligation once the contributions have been paid.

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 reporting date.

(e) *Donations*

Donations for operations and activities 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.

Donations in kind are recognised as income when their fair value can be estimated with sufficient reliability which represent the prices that Girl Guides Singapore would have to pay in the open market for an equivalent item. When the value of donations in kind cannot be estimated with sufficient reliability, this fact shall be disclosed in the notes to the financial statements.

Donations that are specifically related to capital assets are presented on the statement of financial position and recorded in accordance to Note (f) below.

2 Summary of Significant Accounting Policies (Cont'd)

(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 on the statement of financial position and treated according to Note (g) below.

Grants received from the Ministry of Education for specific projects are recorded as grants received in advance until these are fully utilised for the specific purposes intended.

(g) *Capital grants and donations*

Capital grants 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. Capital donations represent donations received specifically for construction or purchase of property, plant and equipment.

Grants and donations are taken to the deferred capital grants and donations accounts upon utilisation of the grant/donation for the purchase of assets which are capitalised, or to income or expenditure for purchases of assets which are expensed off. Grants and donations relating to such capital expenditure are deferred and taken to the statement of comprehensive income over the period necessary to match them with the costs they are intended to compensate. Grants and donations relating to assets are presented on the statement of financial position 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.

(h) *Revenue recognition*

Revenue is measured based on the consideration to which Girl Guides Singapore expects to be entitled in exchange for transferring promised goods or services to a customer, excluding amounts collected on behalf of third parties.

Revenue is recognised when Girl Guides Singapore satisfies a performance obligation by transferring a promised good or service to the customer, which is when the customer obtains control of the good or service. A performance obligation may be satisfied at a point in time or over time. The amount of revenue recognised is the amount allocated to the satisfied performance obligation.

Sales of merchandise and cookies

Girl Guides Singapore operates a retail shop selling full range of uniforms, badges and resources for all Guiding activities and selling cookies. Revenue from sales of merchandise and cookies is recognised when the goods are delivered to the customer. Payment of the transaction price is due immediately when the customer purchases the goods or with credit terms standard of the market.

A receivable (financial asset) is recognised when the goods are delivered as this is the point in time that the consideration is unconditional because only the passage of time is required before payment is due.

2 Summary of Significant Accounting Policies (Cont'd)

(i) Revenue recognition (Cont'd)

Service income

Revenue from rendering of services are recognised when the related performance obligation is satisfied at a point in time or over time. If the performance obligation is satisfied over time, revenue is recognised based on percentage of completion reflecting the progress towards complete satisfaction of that performance obligation.

Interest income

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

(j) Financial assets

Girl Guides Singapore classified its financial assets as amortised cost.

(i) At initial recognition

At initial recognition, Girl Guides Singapore measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs that are directly attributable to the acquisition of the financial assets.

(ii) At subsequent measurement

The financial assets in Girl Guides Singapore mainly comprise cash and bank deposits, receivables and other current assets (excluding prepayments).

There are three prescribed subsequent measurement categories, depending on the business model in managing the assets and the cash flow characteristic of the assets. Girl Guides Singapore managed these group of financial assets by collecting the contractual cash flow and these cash flows represents solely payment of principal and interest. Accordingly, these group of financial assets are measured at amortised cost subsequent to initial recognition.

A gain or loss on these financial assets that is subsequently measured at amortised cost and is not part of hedging relationship is recognised in profit or loss when the asset is derecognised or impaired. Interest income from these financial assets is recognised using the effective interest rate method.

Girl Guides Singapore assesses on forward looking basis the expected credit losses associated with its financial assets carried at amortised cost. For receivable, Girl Guides Singapore applied the simplified approach permitted by FRS 109, which required expected lifetime losses to be recognised from initial recognition of the receivables.

For other financial assets at amortised cost, the general 3 stage approach is applied. Credit loss allowance is based on 12-month expected credit loss if there is no significant increase in credit risk since initial recognition of the assets. If there is a significant increase in credit risk since initial recognition, lifetime expected credit loss will be calculated and recognised.

2 Summary of Significant Accounting Policies (Cont'd)

(k) *Inventories*

Inventories are carried 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 financial 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 financial year in which the reversal occurs.

(l) *Impairment of non-financial assets*

Property, plant and equipment are tested 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 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.

2 Summary of Significant Accounting Policies (Cont'd)

(m) Provisions

Provisions required for asset dismantlement, removal or restoration, warranty, restructuring and legal claims are recognised when 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.

(n) Payables

Payables represent liabilities for goods and services provided to the entity prior to the end of the financial year which are unpaid. They are classified as current liabilities if payment is due within one year or less. Otherwise, they are presented as non-current liabilities.

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

(o) Cash and bank deposits

Cash and bank deposits include cash at bank and on hand, and deposits with financial institutions which are subject to an insignificant risk of change in value.

3 Cash and Bank Deposits

	2019	2018
	\$	\$
Cash at banks and on hand	686,221	595,442
Bank deposits	3,500,000	2,800,000
	<u>4,186,221</u>	<u>3,395,442</u>

Bank deposits at the end of financial year have an average maturity date between 7 to 8 months (2018: 6 to 19 months) from the end of the financial year with the average effective interest rates per annum as follows:

	2019	2018
	%	%
Singapore Dollar	<u>1.75</u>	<u>1.70</u>

The exposure of bank deposits to interest rate risks is disclosed in Note 22.

4 Receivables

	2019	2018
	\$	\$
Shop sales receivables	5,741	6,692
Cookie sales receivables	40,888	12,137
Capitation grant receivables	134,402	144,041
Land premium grant receivables	-	13,939
Girls conference special project grant receivables	-	20,176
Care and share matching grant receivables [Note 9(b)]	-	494,223
Interest receivables	22,124	7,497
Other receivables	27,431	8,464
	<u>230,586</u>	<u>707,169</u>

Cookie sales receivables relate to amounts receivable from schools, corporates and individuals for the sales of cookies.

Capitation grant receivables of \$134,402 (2018: \$144,041) relate to annual capitation grant from the Ministry of Education which have been received subsequent to the end of the financial year.

5 Inventories

	2019	2018
	\$	\$
Uniforms, badges, books and miscellaneous shop merchandise (Note 15)	64,430	97,031
Cookies	19,775	-
	<u>84,205</u>	<u>97,031</u>

The cost of shop inventories recognised as cost of sales and included in "Shop Account" amounted to \$127,343 (2018: \$121,759) [Note 15].

The cost of cookies inventories recognised as cookies cost and included in "Other Income" amounted to \$272,884 (2018: \$257,984) [Note 14b].

6 Other Current Assets

	2019	2018
	\$	\$
Net Goods and Services Tax receivables	-	17,709
Refundable deposits	4,179	3,319
Advance to cookies supplier	61,632	58,000
Prepayments	4,981	7,746
	<u>70,792</u>	<u>86,774</u>

7 Property, Plant and Equipment

	<u>Furniture & Fittings</u> \$	<u>Office, Camping, Electrical & Training Equipment</u> \$	<u>Public Address System & Musical Equipment</u> \$	<u>Campsite Renovation & Refurbishment</u> \$	<u>Campsite & Store</u> \$	<u>Head- quarters Leasehold Land & Building</u> \$	<u>Head- quarters Renovation</u> \$	<u>Online Handbook in-progress</u> \$	<u>Total</u> \$
2019 Cost									
Beginning of financial year	139,537	436,361	37,728	2,133,110	1,553,655	4,934,018	737,552	125,552	10,097,513
Additions	1,350	201,966	-	-	-	-	1,000	-	204,316
Reclassification	-	125,552	-	-	-	-	-	(125,552)	-
End of financial year	140,887	763,879	37,728	2,133,110	1,553,655	4,934,018	738,552	-	10,301,829
Accumulated depreciation									
Beginning of financial year	126,432	359,368	22,076	1,674,414	1,553,655	3,521,078	147,667	-	7,404,690
Charge for financial year	7,251	101,066	7,280	214,424	-	176,532	130,055	-	636,608
End of financial year	133,683	460,434	29,356	1,888,838	1,553,655	3,697,610	277,722	-	8,041,298
Net book value									
End of financial year	7,204	303,445	8,372	244,272	-	1,236,408	460,830	-	2,260,531

Depreciation charges on campsite renovation of \$214,424 (2018: \$129,181) are included in campsite expenses (Note 18).

7 Property, Plant and Equipment (Cont'd)

	<u>Furniture & Fittings</u> \$	<u>Office, Camping, Electrical & Training Equipment</u> \$	<u>Public Address System & Musical Equipment</u> \$	<u>Campsite Renovation & Refurbishment</u> \$	<u>Campsite & Store</u> \$	<u>Head- quarters Leasehold Land & Building</u> \$	<u>Head- quarters Renovation</u> \$	<u>Renovation in-progress</u> \$	<u>Online Handbook in-progress</u> \$	<u>Total</u> \$
2018 Cost										
Beginning of financial year	139,537	431,621	37,728	1,936,160	1,553,655	4,934,018	87,560	74,525	-	9,194,804
Additions	-	4,740	-	-	-	-	-	772,417	125,552	902,709
Reclassification	-	-	-	196,950	-	-	649,992	(846,942)	-	-
End of financial year	139,537	436,361	37,728	2,133,110	1,553,655	4,934,018	737,552	-	125,552	10,097,513
Accumulated depreciation										
Beginning of financial year	118,840	332,933	14,795	1,545,233	1,553,655	3,344,547	87,560	-	-	6,997,563
Charge for financial year	7,592	26,435	7,281	129,181	-	176,531	60,107	-	-	407,127
End of financial year	126,432	359,368	22,076	1,674,414	1,553,655	3,521,078	147,667	-	-	7,404,690
Net book value										
End of financial year	13,105	76,993	15,652	458,696	-	1,412,940	589,885	-	125,552	2,692,823

8 Payables and Accruals

	2019	2018
	\$	\$
Other payables	53,081	69,339
Net Goods and Services Tax payables	17,668	-
Accrued operating expenses	102,080	104,226
Accrued capital expenditures	-	119,480
Advance receipts from campsite booking	90	10,182
Advance interests received from bank deposits	-	8,320
Refundable deposit	4,130	2,600
	<u>177,049</u>	<u>314,147</u>

9 Specific Grants and Donations in Advance

	2019	2018
	\$	\$
<u>Composition:</u>		
Government grant for other specific projects [Note 9(a)]	46,909	150,394
Care and Share Matching Grant [Note 9(b)]	1,812	-
Advance donation - specific events:		
- Carnival 2019 [Note 9(c)]	-	50,000
- Gala dinner 2019 [Note 9(d)]	-	201,000
	<u>48,721</u>	<u>401,394</u>

(a) Government grant for other specific projects

	2019	2018
	\$	\$
Beginning of financial year	150,394	186,423
Received during financial year	16,921	-
Utilised during financial year:		
(i) General fund (Note 14a)	(16,167)	(36,029)
(ii) Deferred Capital Grants and Donations - Other Specific Equipment [(Note 10(c))]	(104,239)	-
End of financial year	<u>46,909</u>	<u>150,394</u>

As at 31 December 2019, the government grant for other specific projects are mainly for Facilitation workshop, First Aid course and Canoe Instructor course. Government grants are given under stipulated conditions and unutilised amounts are required to be returned. These grants are received from the Ministry of Education.

9 Specific Grants and Donations in Advance (Cont'd)

(b) Care and Share matching grant

	2019 \$	2018 \$
Beginning of financial year	-	553,071
Received during financial year	227,427	-
Accrued during financial year	-	494,223
Utilised during financial year (Deferred Capital Grants and Donations)		
(i) Girl Guides Singapore Headquarters [Note 10(a)(i)]	(1,000)	(649,992)
(ii) Campsite - Camp Christine [Note 10(b)(i)]	-	(196,950)
(iii) Other Specific Equipment [Note 10(c)]	(222,964)	(1,665)
(iv) Fees and Grant [Note 14a]	(1,651)	(198,687)
End of financial year	<u>1,812</u>	<u>-</u>

Care and Share matching grant is a national fund-raising and volunteerism movement led by the Community Chest for the social service sector and received from the National Council of Social Service. The grant is recognised as income when utilised for agreed upon programmes in accordance with terms and conditions of the grants.

(c) Advance donation – specific event – Carnival 2019

	2019 \$	2018 \$
Beginning of financial year	50,000	-
Received during financial year	-	50,000
Utilised during financial year	(50,000)	-
End of financial year	<u>-</u>	<u>50,000</u>

(d) Advance donation – specific event – Gala dinner 2019

	2019 \$	2018 \$
Beginning of financial year	201,000	-
Received during financial year	-	201,000
Utilised during financial year	(201,000)	-
End of financial year	<u>-</u>	<u>201,000</u>

10 Deferred Capital Grants and Donations

	2019	2018
	\$	\$
<u>Composition:</u>		
Girl Guides Singapore Headquarters		
- Grants [Note (a)(i)]	924,385	1,119,664
- Donations [Note (a)(ii)]	772,853	883,161
 Campsite - Camp Christine		
- Grants [Note (b)(i)]	251,967	463,093
- Donations [Note (b)(ii)]	26,574	49,352
 Grants for Other Specific Equipment [Note (c)]	259,748	21,216
 Grant for Replacement of Canoes and Other Equipment [Note (d)]	18,178	24,007
	<u>2,253,705</u>	<u>2,560,493</u>

The following amortisation expenses on deferred capital grants and donations received and utilised in the financial year have been included in the statement of comprehensive income.

	2019	2018
	\$	\$
Girl Guides Singapore Headquarters		
- Grants [Note (a)(i)]	196,279	126,330
- Donations [Note (a)(ii)]	110,308	110,308
 Campsite – Camp Christine		
- Grants [Note (b)(i)]	211,126	125,334
- Donations [Note (b)(ii)]	22,778	22,778
 Grants for Other Specific Equipment [Note (c)]	88,671	13,897
 Grant for Replacement of Canoes and Other Equipment [Note (d)]	5,829	5,828
	<u>634,991</u>	<u>404,475</u>

10 Deferred Capital Grants and Donations (Cont'd)

(a) Girl Guides Singapore Headquarters

	2019 \$	2018 \$
(i) Grants		
Amount deferred		
Beginning of financial year	2,504,223	1,854,231
Received and utilised during financial year (Care and Share) [Note 9(b)(i)]	1,000	553,071
Accrued and utilised during financial year (Care and Share) [Note 9(b)(i)]	-	96,921
End of financial year	<u>2,505,223</u>	<u>2,504,223</u>
Accumulated amortisation		
Beginning of financial year	1,384,559	1,258,229
Charge for financial year	196,279	126,330
End of financial year	<u>1,580,838</u>	<u>1,384,559</u>
Net book value		
End of financial year	<u>924,385</u>	<u>1,119,664</u>
(ii) Donations		
Amount deferred		
Beginning and end of financial year	<u>3,079,787</u>	<u>3,079,787</u>
Accumulated amortisation		
Beginning of financial year	2,196,626	2,086,318
Charge for financial year	110,308	110,308
End of financial year	<u>2,306,934</u>	<u>2,196,626</u>
Net book value		
End of financial year	<u>772,853</u>	<u>883,161</u>

The grants and donations of \$1,854,231 and \$3,079,787 respectively were used for the acquisition of the headquarters leasehold land and building.

10 Deferred Capital Grants and Donations (Cont'd)

(b) Campsite – Camp Christine

	2019 \$	2018 \$
(i) Grants		
Amount deferred		
Beginning of financial year	940,333	743,383
Received and utilised during financial year (Care and Share) [Note 9(b)(ii)]	-	77,470
Accrued and utilised during financial year (Care and Share) [Note 9(b)(ii)]	-	119,480
End of financial year	<u>940,333</u>	<u>940,333</u>
Accumulated amortisation		
Beginning of financial year	477,240	351,906
Charge for financial year	211,126	125,334
End of financial year	<u>688,366</u>	<u>477,240</u>
Net book value		
End of financial year	<u>251,967</u>	<u>463,093</u>
(ii) Donations		
Amount deferred		
Beginning and end of financial year	<u>160,280</u>	<u>160,280</u>
Accumulated amortisation		
Beginning of financial year	110,928	88,150
Charge for financial year	22,778	22,778
End of financial year	<u>133,706</u>	<u>110,928</u>
Net book value		
End of financial year	<u>26,574</u>	<u>49,352</u>

10 Deferred Capital Grants and Donations (Cont'd)

(c) Grants for Other Specific Equipment

	2019 \$	2018 \$
Amount deferred		
Beginning of financial year	84,379	82,714
Received and utilised during financial year (Government grant for specific projects) [Note 9(a)]	104,239	-
Received and utilised during financial year (Care and Share) [Note 9(b)(iii)]	222,964	-
Accrued and utilised during financial year (Care and Share) [Note 9(b)(iii)]	-	1,665
End of financial year	<u>411,582</u>	<u>84,379</u>
Accumulated amortisation		
Beginning of financial year	63,163	49,266
Charge for financial year	88,671	13,897
End of financial year	<u>151,834</u>	<u>63,163</u>
Net book value		
End of financial year	<u>259,748</u>	<u>21,216</u>

(d) Grant for Replacement of Canoes and Other Equipment

	2019 \$	2018 \$
Amount deferred		
Beginning and end of financial year	<u>44,933</u>	<u>44,933</u>
Accumulated amortisation		
Beginning of financial year	20,926	15,098
Charge for financial year	5,829	5,828
End of financial year	<u>26,755</u>	<u>20,926</u>
Net book value		
End of financial year	<u>18,178</u>	<u>24,007</u>

11 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.

	2019	2018
	\$	\$
Beginning of financial year	15,779	13,842
Contributions received from members	2,374	3,444
Utilisation for activities	(1,159)	(1,507)
End of financial year	<u>16,994</u>	<u>15,779</u>

12 Training Fund

	2019	2018
	\$	\$
Beginning of financial year	3,655	3,495
Grant received	60,000	60,000
Utilisation for Guides training [Note 14a]	(54,945)	(59,840)
End of financial year	<u>8,710</u>	<u>3,655</u>

During the current financial year, Girl Guides Singapore received a total of \$60,000 (2018: \$60,000) from the Ministry of Education to support specific training and education activities.

13 Building Fund

Building fund represents specific donations for capital expenditure that have not been utilised.

	2019	2018
	\$	\$
Non-designated building fund	668,631	668,631
Heritage Gallery Fund	-	5,631
	<u>668,631</u>	<u>674,262</u>

In 2019, the unutilised balance of the Heritage Gallery Fund of \$5,631 was transferred to accumulated fund with no objections from the donor.

14a Fees and Grants

	2019	2018
	\$	\$
Fees		
- Fees received for events/camps	82,329	147,090
- Campsite fees – Camp bookings	69,994	43,898
- Capitation fees	60,887	39,532
- Training fees	66,126	74,697
	<u>279,336</u>	<u>305,217</u>
Capitation grants	128,877	144,033
Grants, donations and funds utilised		
- Other specific projects [Note 9(a)]	16,167	36,029
- Care and Share matching grant [Note 9(b)(iv)]	1,651	198,687
- Ministry of Education training fund (Note 12)	54,945	59,840
- Girls conference special project grant	-	20,176
	<u>201,640</u>	<u>458,765</u>
	<u>480,976</u>	<u>763,982</u>

14b Other Income

	2019	2018
	\$	\$
Cookies sales, net of directly attributable costs	350,360	333,454
Fund raising events		
(i) Gala dinner		
- Donations	623,200	-
- Grant received	100,000	-
- Expense	(129,460)	-
	593,740	-
(ii) Carnival		
- Donations	141,600	-
- Grant received	100,000	-
- Proceeds from sales of carnival coupon	146,313	-
- Expense	(47,385)	-
	340,528	-
Interest income on bank deposits and saving accounts	42,879	39,636
Other donations	154,656	179,109
Wage credit	12,120	6,334
Others	462	2,980
	<u>1,494,745</u>	<u>561,513</u>

Included in the directly attributable costs of cookies sales was cost of cookies inventories of \$272,884 (2018: \$257,984) [Note 5].

During 2019, Girl Guides Singapore received tax exemption donations of \$787,562 (2018: \$77,900).

15 Shop Account

	2019	2018
	\$	\$
Sales	170,352	177,770
Less: Cost of sales		
Opening inventories	(97,031)	(45,914)
Purchases	(94,742)	(172,876)
Less: Closing inventories (Note 5)	64,430	97,031
	(127,343)	(121,759)
Gross profit of shop account	<u>43,009</u>	<u>56,011</u>
Shop expenses	(3,118)	(3,315)
Staff salaries and related costs (Note 19)	(36,302)	(19,674)
Net surplus of shop account	<u>3,589</u>	<u>33,022</u>

16 Operating Expenses

	2019	2018
	\$	\$
Audit fee	10,000	8,000
Contract cleaning fee	36,000	34,800
Insurance charges	10,570	9,245
IT support services	13,180	26,400
Landscape maintenance costs	4,500	3,500
Medical expenses	605	1,337
Postage and bank charges	712	712
Printing and stationery	11,261	15,863
Professional fees	2,464	6,581
Lease expenses – Low value assets/Operating leases	3,228	3,228
Refreshments costs	2,241	1,085
Repairs and maintenance costs	8,113	12,972
Recruitment expenses	196	2,811
Souvenir, card and floral basket	400	350
Salaries and related costs for management and administrative staff (Note 19)	243,720	197,175
Staff welfare, training costs and uniforms	13,340	5,720
Telephone charges	4,967	4,439
Transportation expenses	857	518
Utilities expenses	21,534	21,586
Unclaimable input Goods and Services Tax ("GST")	227,913	-
Other charges	14,268	5,470
	<u>630,069</u>	<u>361,792</u>

The unclaimable input GST relates to the claw back made by the tax authority for the rectification of prior financial years' input GST wrongly claimed by Girl Guides Singapore when its operations were partially funded by grants and donations. The impact of the GST rectification was expensed-off in 2019 based on the assessment received from the tax authority during the financial year.

17 Guiding Programme and Development

	2019	2018
	\$	\$
Brownie and Guide Branch activities	21,930	30,140
Camp expenses	13,222	10,999
Communication/Online expenses	37,567	8,046
Training expenses	35,712	43,114
International expenses	73,202	79,832
Membership expenses	11,196	11,161
Programme and division expenses	28,229	49,609
Staff salaries and related costs (Note 19)	347,418	372,619
Thinking Day celebration	18,497	9,005
Young Adults expenses	2,476	982
	<u>589,449</u>	<u>615,507</u>

18 Campsite Expenses

	2019	2018
	\$	\$
Depreciation of campsite renovation (Note 7)	214,424	129,181
Insurance charges	1,893	3,206
Laundry expenses	2,354	2,227
Repairs and maintenance costs	16,709	20,114
Staff salaries and related costs (Note 19)	70,726	69,916
Utilities expenses	23,108	23,322
	<u>329,214</u>	<u>247,966</u>

19 Employees Compensation

	2019	2018
	\$	\$
Wages and salaries	617,769	588,623
Employer's contribution to Central Provident Fund	81,432	75,981
Foreign Worker Levy	418	-
	<u>699,619</u>	<u>664,604</u>
Subsidy from Special Employment Credit	(1,453)	(5,220)
	<u>698,166</u>	<u>659,384</u>

19 Employees Compensation (Cont'd)

	2019	2018
	\$	\$
Charged to:		
- Shop account (Note 15)	36,302	19,674
- Operating expenses (Note 16)	243,720	197,175
- Guiding programme and development (Note 17)	347,418	372,619
- Campsite expenses (Note 18)	70,726	69,916
	<u>698,166</u>	<u>659,384</u>

The Special Employment Credit ("SEC") was introduced in 2011 and enhanced in 2012 to provide support for employers to hire older Singaporean workers aged above 50 and earning up to \$4,000 a month. This Credit applies for five years from 1 January 2012. As announced in Budget 2016, the SEC was extended for three years from 1 January 2017 to 31 December 2019.

The annual remuneration of the top three executives of Girl Guides Singapore falls within the following remuneration bands:

	2019	2018
Between \$100,000 and \$150,000	1	-
Less than \$100,000	<u>2</u>	<u>3</u>

20 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 exempted from tax. Therefore no provision was made for current and prior financial years.

21 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 \$281,232 plus GST.

On 21 February 2005, the Ministry of Finance agreed to provide Girl Guides Singapore 100% grant for the remaining annualised land premium of \$153,329 plus GST for the Temporary Occupancy License (TOL) of Camp Christine.

Cumulative land premium grant and stamp duty received excluding GST at the end of financial year:

	2019	2018
	\$	\$
Girl Guides Singapore Headquarters	6,175,147	5,893,915
Camp Christine	2,363,204	2,209,875
	<u>8,538,351</u>	<u>8,103,790</u>

The land premium grant received in 2019 of \$434,561 (2018: \$434,559) has accordingly been paid to the Singapore Land Authority.

22 Financial Risk Management

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

Credit risk

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

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 the reporting date, approximately 99.9% (2018: 99.9%) of the cash and bank deposits relates to balances placed with financial institutions with high credit rating. Other than this, Girl Guides Singapore has no significant concentration of credit risk. Girl Guides Singapore's maximum exposure to credit risk is represented by the carrying amount of each class of financial assets recognised in the statement of financial position.

Receivables

Girl Guides Singapore uses a provision matrix to measure the lifetime expected credit loss ("ECL") allowance for receivables. In measuring the expected credit losses, receivables are grouped based on their shared credit risk characteristics and days past due. In calculating the expected credit loss rates, Girl Guides Singapore considers historical loss rates for each category of customers and adjusts to reflect current and forward-looking macroeconomic factors affecting the ability of the customers to settle the receivables.

No credit loss allowances were provided during the financial years ended 31 December 2019 and 2018 as Girl Guides Singapore believes that all receivables are collectible based on historical payment behaviour and creditworthiness of customers.

Interest rate risk

Interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Girl Guides Singapore is exposed to interest rate risk on its bank deposits.

The exposure to interest rate risk is not significant.

Liquidity risk

Liquidity risk is the risk that Girl Guides Singapore will encounter difficulty in meeting financial obligations due to shortage of funds. 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 Girl Guides Singapore has sufficient funds to meet its contractual and financial obligations. To manage liquidity risk, 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.

22 Financial Risk Management (Cont'd)

Liquidity risk (Cont'd)

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

	2019	2018
	\$	\$
<u>Less than one year</u>		
Payables and accruals*	<u>159,291</u>	<u>295,645</u>

* Excluding Goods and Services Tax, advance receipts from campsite booking and advance interests received from bank deposits

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.

Financial instruments by category

The carrying amount of the different categories of financial instruments is as follows:

	2019	2018
	\$	\$
Financial assets, at amortised cost	4,420,986	4,123,639
Financial liabilities, at amortised cost	<u>159,291</u>	<u>295,645</u>

23 Capital Management

The primary objective of 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 Girl Guides Singapore's principal activities of training girls and young women to develop themselves as responsible citizens.

Girl Guides Singapore monitors capital by reviewing the level of available funds and cash and cash equivalent. The review of Girl Guides Singapore's capital management policy and objective is conducted by the National Council. As part of the review, 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, Girl Guides Singapore may take certain actions like fund raising activities. Girl Guides Singapore's approach to capital management remains unchanged from the previous financial year.

Girl Guides Singapore is not subject to externally imposed capital requirements for financial years ended 31 December 2019 and 2018.

Reserves

Girl Guides Singapore's policy is to build reserves as necessary to support its mission and programmes. Girl Guides Singapore aims to maintain 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 required.

23 Capital Management (Cont'd)

Reserves (Cont'd)

Reserves level as at the reporting date is as follows:

	2019 \$	2018 \$
Total funds (excluding building fund)	<u>3,684,229</u>	<u>3,028,943</u>
Total operating expenditure	2,405,477	1,937,770
Less specifically funded and non-cash items:		
- Land premium (Note 21)	(434,561)	(434,559)
- Depreciation of property, plant and equipment (Note 7)	(636,608)	(407,127)
	<u>1,334,308</u>	<u>1,096,084</u>

Funds in excess of operating expenses is 2.76 times (2018: 2.76 times).

24 Compensation of key management personnel

Girl Guides Singapore is governed by the National Council. The administration of Girl Guides Singapore is vested in the Executive Committee which supervises and manages the affairs of Girl Guides Singapore.

The key management personnel comprise members of the Executive Committee. Members of the Executive Committee are volunteers and do not receive any remuneration for their contribution, except for reimbursement of out-of-pocket expenses.

25 Capital commitments

Capital expenditures contracted for at the end of the reporting period but not recognised in the financial statements are as follows:

	2019 \$	2018 \$
Property, plant and equipment	<u>-</u>	<u>120,863</u>

26 New or Revised Accounting Standards and Interpretations

The Girl Guides Singapore has not early adopted any mandatory standards, amendments and interpretations to existing standards that have been published but are only effective for the entity's accounting periods beginning on or after 1 January 2020 or later periods in which Girl Guides Singapore has not early adopted.

27 Authorisation of financial statements

The financial statements of Girl Guides Singapore for the financial year ended 31 December 2019 were authorised for issue with the resolution of the National Council on 24 April 2020.