

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## ANNUAL REPORT FOR YEAR ENDED 31 DECEMBER 2017

VIVA Foundation for Children with Cancer was incorporated in Singapore on 06 February 2006 as Public Company Limited by Guarantee. It was registered under the Charities Act on 25 April 2006, with Institution of a Public Character (IPC) status.

<b>Unique Entity Number (UEN)</b>	:	200601578E
<b>Charity Registration Number</b>	:	01961
<b>IPC Effective Period</b>	:	25 April 2006 – 14 May 2021
<b>HEF Registration Number</b>	:	HEF 0105/G
<b>Registered Address</b>	:	8 Sinaran Drive #03-01 Novena Specialist Centre, Singapore 307470
<b>Chairman</b>	:	Leong Lai Peng
<b>Auditors</b>	:	Moore Stephens LLP
<b>Bankers</b>	:	Citibank Singapore Ltd Oversea-Chinese Banking Corporation Ltd United Overseas Bank Ltd CIMB Bank Berhad, Singapore Branch

### List of Members

	Name*	Date of Appointment
1	Christina Fu Mrs Christina Ong	06/02/2006
2	Foo-Yo Mie Yoen Theresa	06/02/2006
3	Koh Seow Chuan	28/05/2014
4	Kuok Oon Kwong	28/05/2014
5	Kwee Liong Keng	06/02/2006
6	Lee Ming San	28/05/2014
7	Leong Lai Peng	06/02/2006
8	Tan Wah Yeow	28/05/2014
9	Wu Lee Betty, Mrs	06/02/2006

*\*Sequence of name as it appears on ACRA records.*

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## Board of Directors

In 2017, one Ordinary Board Meeting and one Annual General Meeting were held. The Executive Committee\* actively overseeing the business of VIVA. The VIVA Board of Directors comprises of 10 Directors who serve pro-bono and ensures that VIVA's mission and vision are met.

	Name	Date of Appointment	Position
1	Leong Lai Peng*	06/02/2006	Chairman
2	Kuok Oon Kwong*	09/11/2007	Vice-Chairman
3	Kwee Liong Keng	06/02/2006	Director
4	Koh Seow Chuan	20/10/2006	Director
5	Lee Ming San	20/10/2006	Director
6	Mary Ann Wai Sheng Tsao	21/08/2008	Director
7	Tan Wah Yeow*	01/09/2010	Director
8	Tan Bee Lan	01/08/2014	Director
9	Wilson Christopher Geoffrey*	15/01/2015	Director
10	Cheah Kim Kee Gilbert	01/03/2016	Director

## VIVA External Advisory Board

VIVA's External Advisory Board (EAB) is made up of an international panel of renowned doctors from the global field of cancer care and research. The VIVA Board of Directors seek advice and views from the EAB on which strategic projects VIVA should focus on and support.

VIVA EAB meets in Singapore once a year. At other times of the year, the Board would also call on the EAB for their expert views and thoughts when necessary.

	Name	Date of Appointment	Position
1	Dr. Ching-Hon Pui, MD	19/12/2006	Chairman
2	Dr Rupert Handgretinger, MD	07/12/2006	Member
3	Prof Anjo Veerman	18/12/2006	Member
4	Dr Edward Holmes, MD	30/11/2006	Member

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## **MISSION**

Saving lives of children with cancer through excellence in research, medical care and education.

## **OBJECTIVE**

To help cure children with cancer so they can achieve the full potential of their lives by:-

1. Partnering and funding scientists and doctors in key projects and clinical research;
2. Providing the best facilities and the best level of care;
3. Empowering doctors, nurses and care-providers through training and knowledge-sharing.

## **FUNDING SOURCES**

VIVA Foundation is financially supported by donations from members, donors and government grants.

## **MEMBERSHIPS**

VIVA Foundation is open to the public for participation in its charitable activities in helping the children with cancer. Annual forum is being conducted in pursuing the objectives of VIVA Foundation.

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## REVIEW OF YEAR 2017

### STAFFING

As at 31 Dec 2017, there are 2 full-time staff employed by VIVA Foundation.

### EVENTS AND ACTIVITIES

- St Jude – VIVA Forum
- VIVA-Asia Pre-Forum Workshop
- VIVA-Asia Nursing Symposium
- St Jude – VIVA Paediatric Pathology Symposium
- VIVA – Asia BMT Spring School
- CCF-VIVA Family Learning Exchange

### **11<sup>th</sup> St Jude-VIVA Forum in Paediatric Oncology**

The 11<sup>th</sup> St Jude-VIVA Forum in Paediatric Oncology (SJVF) was held at the Hotel Jen Tanglin from 4-5 March 2017.

More than 230 participants including expert speakers from the USA, Germany, The Netherlands and Singapore, took part in this annual forum that brings together doctors and medical professionals from Singapore and the region to discuss the latest research findings and current issues in the field of paediatric oncology.

Other than the main forum which took place on 4-5 March, the pre-forum and symposiums that took place prior to the main forum also saw overwhelming attendance and support.

For the first time, a South-East Asia Retinoblastoma Symposium was held on 1 March. This full day multidisciplinary symposium was attended by paediatric oncologists and ophthalmologists, in collaboration with St Jude Children's Research Hospital and VIVA Foundation for Children with Cancer.

Retinoblastoma has a high incidence in South-East Asia, with estimated new cases at 670 annually. There were 83 attendees at the meeting, representing 33 centres or organisations from the following countries – Australia, Bangladesh, Cambodia, Canada, Indonesia, India, Japan, Malaysia, Myanmar, Nepal, Philippines, Singapore, Sri Lanka, Vietnam, UK and USA.

## VIVA FOUNDATION FOR CHILDREN WITH CANCER



Pre-forum, workshops and symposiums also allowed for smaller, but more focused discussions to take place. This includes the VIVA-Asia Pre-Forum Workshop, VIVA-Asia Nursing Symposium as well as working group meeting regarding brain and solid tumours.



In SJVF2017, a total of 15 Medical Travelling Fellowships were awarded for the main forum and 5 Nursing Travelling Fellowships were awarded for the VIVA-Asia Nursing Symposium. The fellowships allowed for deserving delegates from the region to take part in the forum.

At the main forum, 32 posters were selected for presentation, out of which 30 of the authors were able to attend.



# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## Donation Drives

### Individual Giving

Giving through NVPC's portal [www.giving.sg](http://www.giving.sg) introduced more campaigns and increased engagement.

### Birthdays

 <p><b>\$1,050</b> raised from 19 donors</p> <p>100 % of \$1,000 Expired</p> <p><b>Darius' Birthday Wish</b> Fundraising appeal - Local</p> <p>by Darius for VIVA Foundation for Children with...</p> <p>Hello everyone! Happy New Year! With the New Year, it...</p> <p>Starts on 03/01/2017 Ends on 07/02/2017</p> <p>Duplicate</p>	 <p><b>\$1,260</b> raised from 14 donors</p> <p>100 % of \$1,000 Expired</p> <p><b>Renee &amp; Ryan's 5th...</b> Fundraising appeal - Local</p> <p>by Renee and Ryan for VIVA Foundation for...</p> <p>Hi all! This year, instead of buying gifts for Renee &amp;...</p> <p>Starts on 19/05/2017 Ends on 30/06/2017</p> <p>Duplicate</p>
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Two campaigns were held by individuals who had selected VIVA as beneficiary. During their birthday celebrations, they had appealed that donations be made to VIVA instead of receiving gifts. More noteworthy was that the two individuals were of ages 5 and 8, thus showing that there is no age barrier to making meaningful gifts towards causes that matter.

### Ferrari for VIVA

As part of Giving Week 2017, NVPC organised a series of giving opportunities for the general public to build awareness about avenue

Ferrari official dealer Ital Auto, gave away a test drive as well as a set of 70<sup>th</sup> anniversary Ferrari collectibles to a lucky winner who had donated to VIVA during the campaign, from 16 November 2017 to 31 December 2017. Every \$1 donated stood the donor one chance at winning the prizes.

A draw was held at NVPC's office on 4 January 2018 where the winner was announced after a random draw. This was witnessed by NVPC staff as well as the draw's appointed auditor KPMG.



**DONATE TO WIN** **THE GREAT GIVE AWAY**

**\$9,430**  
raised from 28 donors

31 % of \$30,000 Expired

**Ferrari for VIVA**  
Fundraising appeal - Local

by VIVA Foundation for Children with Cancer

Ital Auto is giving you the keys to an extended test drive...

Starts on 16/11/2017  
Ends on 31/12/2017

Duplicate

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## Corporate Giving

Donations were also received from several corporates and social groups.

Jumbo Group of Restaurants donated \$10,000 to VIVA at their 30<sup>th</sup> Anniversary dinner held at Shangri-La Hotel Singapore.



St David's Welsh Society of Singapore donated proceeds from a raffle draw held during their annual dinner, St David's Ball. The amount came up to around \$5,000.

As part of the "EAT, WIN, LOVE" campaign, Swensens donated \$10,000 to VIVA. This was made possible as the winner of the lucky draw campaign nominated VIVA as a beneficiary.



# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## Visits

Significant visitors to the VIVA Hub include the following:

### 10 Nov 2016 – Ai You Foundation

Ai You Foundation, a charitable organisation in China, sent an entourage of staff to visit several charities and healthcare institutions in Singapore. It was made available through a contact from SingHealth.



### 15 March 2017 – Rady Children’s Hospital

Steve Jennings, Sr Vice President and Dr Donald Kearns, CEO from Rady Children’s Hospital, visited VIVA as well as other healthcare institutions to discuss the work they were doing in pediatric genomics.





# VIVA FOUNDATION FOR CHILDREN WITH CANCER

3 August 2017 – ALSAC

Robert Machen, SVP & CIO and Kim Humphries, VP, Global Alliances visited VIVA, KKH and NUHS to find out more about the local childhood cancer landscape.



# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 DEC 2017

<b>INCOME</b>	<b>Audited</b>	<b>Audited</b>
	<b><u>31 Dec 2017</u></b>	<b><u>31 Dec 2016</u></b>
	<b>S\$</b>	<b>S\$</b>
<b><u>Unrestricted General Funds</u></b>		
Income from generated funds		
- Voluntary income		
General Donations	1,312,696	1,234,610
Designated Funds toward CenTRAL Programme	-	1,777,080
Government Grant - Care and Share Scheme	-	975,000
- Investment income		
Interest from bank balances	29,802	26,290
- Activities for generating funds		
Charity Dinner	-	55,765
Income for VIVA-KKH Program	650,000	1,161,244
Income from charitable activities		
- Receipts from St. Jude-VIVA Forum	296,176	306,240
Other income	3,711	19,864
<b>Total income</b>	<b>2,292,385</b>	<b>5,556,093</b>

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 DEC 2017 – cont.

<b>EXPENDITURES</b>	<b>Audited</b>	<b>Audited</b>
	<b>31 Dec 2017</b>	<b>31 Dec 2016</b>
	<b>S\$</b>	<b>S\$</b>
Cost of generating funds		
- Cost of generating voluntary income	31,765	48,837
- Fundraising activities	-	66,038
Charitable activities		
- Cost from St. Jude-VIVA Forum	299,791	283,943
- Funding towards CenTRAL Programme	1,000,000	1,777,080
- Funding towards VIVA-KKH Programme	-	3,500,000
- Funding towards other programme	-	16,550
Governance costs		
- General and administrative expenses	47,546	26,827
- Audit fee - current year	12,000	12,000
- Depreciation expense	529,750	526,587
- Employment costs	150,544	188,550
Other funds expended	-	16,000
<b>Total expenditure</b>	<b>2,071,396</b>	<b>6,462,412</b>
<b>Net expenditure before tax expense</b>	<b>220,989</b>	<b>(906,319)</b>
<b>Tax expense</b>	<b>-</b>	<b>-</b>
<b>Net expenditure</b>	<b>220,989</b>	<b>(906,319)</b>
Gross transfers between funds	-	-
<b>Net movement in funds</b>	<b>220,989</b>	<b>(906,319)</b>
<b>Reconciliation of funds</b>		
Total funds brought forward	25,621,584	26,527,903
<b>Total funds carried forward<sup>(a)</sup></b>	<b>25,842,573</b>	<b>25,621,584</b>
	<b>2017</b>	<b>2016</b>
	<b>S\$</b>	<b>S\$</b>
- Available fund balance	4,996,073	4,293,084
- Donated space (Note 12) (this asset cannot be monetised)	20,846,500	21,328,500
	<b>25,842,573</b>	<b>25,621,584</b>

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE FINANCIAL YEAR ENDED 31 DEC 2017 – cont.

### STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2017

	Audited 31 Dec 2017 S\$	Audited 31 Dec 2016 S\$
<b>Non-Current Assets</b>		
Property and equipment	21,007,216	21,526,498
<b>Current Assets</b>		
Other receivables and prepayments	150,126	240,226
Cash and cash equivalents	4,745,829	3,911,262
	4,895,955	4,151,488
<b>Current Liabilities</b>		
Accrued expenses	5,562	5,096
Deferred income	0	-
Deposits received	52,362	51,306
Other payables	2,674	-
	60,598	56,402
<b>Net Current Assets</b>	4,835,357	4,095,086
<b>Total Assets Less Current Liabilities</b>	25,842,573	25,621,584
<b>Funds of Charity</b>		
<u>Unrestricted Funds</u>		
General funds <sup>(a)</sup>	25,842,573	25,621,584
<u>Designated Funds</u>		
Designated income funds	0	-
<b>Total Charity Funds</b>	25,842,573	25,621,584
	<u>2017</u>	<u>2016</u>
(a)	S\$	S\$
- Available fund balance	4,996,073	4,293,084
- Donated space (this asset cannot be monetised)	20,846,500	21,328,500
	25,842,573	25,621,584

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## **COMPLIANCE WITH CODE OF GOVERNANCE**

VIVA Foundation constantly works towards compliance with the Charities Act, Charities (Institutions of Public Character) Regulations, Charities Accounting Standards and the Code of Governance for Charities and IPCs and take steps to address and resolve weakness/es where appropriate.

## **MANAGING CONFLICT OF INTEREST**

VIVA Foundation has in place a policy relating to the management and avoidance of conflict of interests. All Members, Directors and staff are required to sign the prescribed Declaration of Conflict of Interest form when they are appointed and thereafter annually or whenever there is any material change in the information contained in their respective Declarations.

## **ONLINE GOVERNANCE EVALUATION CHECKLIST (GEC) via CHARITY PORTAL**

VIVA Foundation has been submitting annually the GEC via the Charity Portal. These are also available in VIVA's website at [www.viva.sg](http://www.viva.sg).

## **RESERVES POLICY**

VIVA Foundation has set aside a reserve of \$1 million to provide financial stability and resources for the development of its principal activities. The Board will periodically review the amount of reserves that are required to ensure adequacy in fulfilling the Foundation's obligations.

## **SALARIES AND RELATED COSTS**

No Directors received any remuneration. During the financial year 2016, no staff personnel received an annual remuneration of \$100,000.00 and above. No staff is involved in setting his/her own remuneration.

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## **RELATED PARTY TRANSACTIONS**

VIVA Foundation had the following significant transactions with a related party during the financial year 2017, as detailed below: -

### **Related Party Transactions - FY2017**

	<b>Audited 31 Dec 2017 S\$</b>	<b>Audited 31 Dec 2016 S\$</b>
<u>With National University of Singapore</u>		
Travel and general expenses	1,240	-
<u>With Shangri-La Hotel Singapore</u>		
Venue expense (charitable activity)	71,874	85,709
Meal and related expenses (charitable activity)	1,495	6,168
<b>TOTAL</b>	<b>74,609</b>	<b>91,877</b>

## **Re-election of Directors**

Board of Directors appointed during the financial year were re-elected by the Members at the Annual General Meeting.

VIVA Foundation does not have term limits of Directors/Members as the Board believes that continued contribution by each Director provide benefits to the foundation. Each Director's integrity is not compromised by the long period of service.

The Board decided, with the Members' approval, that Directors who serve in the Board for more than 10 years are retained.

## **Board Members Attendance at Meetings**

During the year, two (2) meetings were held--- 1 Ordinary Board Meetings and 1 Annual General Meeting. A director who is unable to attend any meeting in person may participate via tele-conference.

The Board is satisfied that each Directors is committed towards fulfilling the missions of VIVA Foundation. This is evidenced by their respective valuable contributions in many ways despite not attending some or all of the meetings during the year due to prior commitments.

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## **Internal Control and Risk Management Measures**

The Board assumes overall responsibility and is fully committed on maintaining a sound system of internal control and risk management that provide reasonable assurance of effective operations and statutory compliance in accordance with the Code of Governance and Charity Accounting Standards.

The Board ensures that there is a sound internal control policies and procedures in place. The Board constantly reviews, taking into account changes in the regulatory and statutory, these policies and procedures to ensure adequacy and effectiveness.

The Board has also put in place a risk management policies. One of these policies is the implementation of internal controls as part of the day to day operations.

# VIVA FOUNDATION FOR CHILDREN WITH CANCER

## ACKNOWLEDGEMENTS

We would like to thank all who have contributed towards VIVA's mission. Your generosity in outright donations and in-kind support has been life-giving, especially to all the children with cancer.

If you would like to make a difference, here are some ways you can do so:

### BY CHEQUE

For donations by cheque, please make payable to:

“VIVA Foundation for Children with Cancer”  
and mail to or drop off at VIVA Foundation Office;

8 Sinaran Drive #03-01 VIVA Hub  
Novena Specialist Center  
Singapore 307470

(Please include your name and contact number, or company, at the back of the cheque)

### ONLINE VIA GIVING.SG

If you would like to make an online donation to the VIVA Foundation, you may visit our page at [www.giving.sg/viva-foundation-for-children-with-cancer](http://www.giving.sg/viva-foundation-for-children-with-cancer).

All donations will go directly to VIVA Foundation.

Donations of \$50 and above are eligible for 2.5 times tax deductible receipts.

Your donation will be automatically reflected in your tax assessment if you provide your Tax Reference Number (e.g. NRIC/FIN/UEN).

If you would like to be our partner or volunteer with us, contact us at [enquiry@viva.sg](mailto:enquiry@viva.sg)