

Leukemia & Lymphoma Foundation

IRAS Charities Registration No.: 01699
IPC Registration No. (MOH): HEF0083/G
UEN: T02SS0150A

Annual Report for Year Ended 31 December 2019

Leukemia and Lymphoma Foundation LLF was set up on 13 September 2002 as a society. It was registered as a charity under the Charities Act on 12 June 2003.

Unique Entity Number (UEN) : T02SS0150A
MOH Health Endowment Fund : HEF0083/G
Registered Address : 10 Sinaran Drive #10-20
Novena Medical Center
Singapore 307506

Governing Committee 2019:

Name	Designation
Mr Tan Hee Teck	President
Ms Wendy Tang May San	Vice President (Services & Projects)
A/Prof Ren Ee Chee	Vice President (Fund-raising & Events)
Dr Patrick Tan Huat Chye	Honorary Treasurer
A/Prof Goh Yeow Tee	Honorary Secretary
Ms Annabel Kang	Ordinary Member
Ms Carol Fong	Ordinary Member
Dr Seong Peck Suet Lydia	Ordinary Member

Mr Tan Hee Teck is a member of the Board, and President & Chief Operating Officer of Genting Singapore PLC (“GENS”). GENS is listed on the Main Board of the Singapore Exchange Securities Trading Limited (“SGX”) with a market capitalization of over S\$20 billion. Concurrently, he is also the Chief Executive Officer of Resorts World at Sentosa Pte Ltd. He is the corporate officer responsible for the management of the GENS Group’s businesses and concurrently oversees the development, operations and business of Singapore’s Integrated Resort at Sentosa. Mr Tan is the Vice President (Fund-raising & Events) from 2014 to 2017. He has been LLF President in FY2018 to FY2019.

Ms Wendy Tang May San is the Group Managing Director of Knight Frank Singapore. She has over 20 years of experience working in the real estate industry. Her work experiences included many major projects in Beverly Tower Development Sdn Bhd, Alpha Investment Partners and Knight Frank. Ms Tang was the President of LLF in 2015 and is the Vice President (Services & Projects) from FY2016 to FY2019.

A/Prof Ren Ee Chee is the Principal Investigator in the Singapore Immunology Network SIngN and concurrently Assoc Professor at the Department of Microbiology, Yong Loo Lin School of Medicine, NUS. He serves as Board member in local and overseas organisations including Nanyang Polytechnic, Member of Pharmacogenetics Panel of Health Sciences Authority and Member of the FTF Foundation of Bankinter, Spain. He is the Treasurer of LLF from 2015 to 2017. Prof Ren has been Vice President (Fundraising and Events) in FY2018-2019.

Dr Patrick Tan is the Medical Director of the Haematology & Stem Cell Transplant Centre at Mt Elizabeth Hospital. He is a registered medical specialist in Haematology and was posted as a special fellow to the Fred Hutchinson Cancer Center in Seattle, USA for work in Bone Marrow Transplant and Transplant Immunology. Upon his return to Singapore General Hospital, Dr Tan had led the Department of Haematology in more than 600 cases of haematopoietic stem cell transplant (1985 – 2004). Since joining Mt Elizabeth Hospital, Dr Tan had performed more than 150 stem cell transplants from 2005. Dr Tan was the President in 2016 and 2017. He has been Honorary Treasurer for FY2018 and FY2019

A/Prof Goh Yeow Tee is a haematologist specialist and Senior Consultant at Singapore General Hospital. He is the Acting Chairman of the Division of Research, Director of Clinical Trials Resource Centre and the Office of Translational Medicine Oversight in SGH. A/Prof Goh is actively involved in basic research to treat leukemia and much of his efforts have focused on translating invaluable knowledge gleaned from bench research into the clinic. He has been recipient of more than S\$5 million in research grants. A/Prof Goh is also Adjunct Associate Professor at Duke-NUS Graduate Medical School and Clinical Senior Lecturer at the National University Hospital. He is the Honorary Secretary from 2016 to 2019.

Ms Annabel Kang is a Senior Associate in the Corporate Real Estate Practice of WongPartnership LLP. Her main areas of practice include property-related work including sales and purchases, development work, mortgages, mortgagees' sales and tenancy matters. Annabel graduated from the University of Nottingham with a Bachelor of Laws (LLB) Honours and is admitted to the Singapore Bar. Apart from a law degree, she also holds a Bachelor of Arts degree with a Diploma in Education from the Nanyang Technological University of Singapore. Ms Annabel was the Honorary Secretary in FY2015 and an Ordinary member from FY2016 – FY2019.

Ms Carol Fong

Ms Carol Fong was invited to join LLF as an Ordinary Member in 11 Feb 2019. Ms Fong is the Group Executive Director of CGS-CIMB Securities. She is responsible for the overall management and financial performance of the entire Groups equities business, a regional franchise covering Asia Pacific (ex-Japan) as well as offices in London and New York. Ms Fong's vast experience in financial markets over 33 years brings a highly valued perspective to the management of LLF.

Dr Seong Peck Suet, Lydia is a registered Public Health Specialist doctor. She has worked in the Ministry of Health (MOH) for more than 10 years and was involved in policy and planning in MOH HQ. Lydia has also been involved in the licensing and accreditation of all health care facilities in Singapore that included setting the standards of care for special health services. She has extensive experience in aged care and has worked in several VWOs that focus on care for the elderly. Dr Seong is the salaried staff CEO of LLF with effect from 1 Oct 2014 and an Ordinary Member on LLF Board.

Details of the profile of all Board members are also available at LLF website at www.llf.org.sg

As at 31 Dec 2019, all Board members (except Ms Carol Fong) had served for more than 10 years as Board members leading LLF from inception to her current development. Board Members had deliberated and discussed about the long tenure as LLF Board. All agreed unanimously to allow members to serve beyond 10 years in LLF. Members are cognizant that the work of LLF and blood cancers are unique and niche service needs areas. All members had been instrumental to guide LLF with their unique expertise, deep knowledge and commitment. Dr Patrick Tan is among the pioneer stem cell transplant specialists in Singapore and he continues to lead LLF in the search for cure and care for patients in this difficult field of medicine. Prof Ren and Prof Goh are both deeply engaged in the cutting edge research in blood cancers. Their visionary foresight and understanding of the latest international research and cure are instrumental in helping LLF map our next decade of growth. Mr Tan Hee Teck, with his wide industry networks coupled with his astute financial experience ensures robust governance foundation in LLF. Ms Annabel Kang brings to the LLF team her legal expertise and played a critical role to review LLF's Constitution and legal requirements as a charity. Ms Wendy Tang is deeply committed to LLF's cause to support blood cancer patients and has garnered fundraising efforts through her wide networks on behalf of LLF since the birth of LLF. Dr Seong has wide experience in the charity sector in Singapore, having worked in MOH HQ and Agency for Integrated Care prior to joining LLF as LLF's first CEO. Dr Seong's ongoing academic involvement in NUS/NUHS gives LLF the advantageous edge to work well with student volunteers to achieve LLF's objective while giving the students a rich practical experience through volunteering projects with LLF.

MOH approved External Auditor : Mr Chan Sek Wai

Auditor : Baker Tilly TFW LLP
600 North Bridge Road
#05-01 Parkview Square
Singapore 188778

OBJECTIVES

Leukemia and Lymphoma Foundation was registered under the Charities Act in 2003. Its governing document is its Constitution. Its objects are :

- To advance the scientific and clinical knowledge of leukemia, lymphoma and its related fields
- To support and improve the quality of life of patients and their families
- To promote co-operation with like-minded organisations including sponsoring conferences for the exchange of ideas and information
- To support resource centres for promoting public awareness

GOVERNANCE EVALUATION CHECKLIST (Enhanced Tier for IPCs with gross annual receipts or total expenditure from \$500,000 to less than \$10million)

S/No	Code Guideline	Code ID	Response/ Explanation
	BOARD GOVERNANCE		
1	Induction and orientation are provided to incoming governing board members upon joining the Board,	1.1.2	Complied
2	Are there governing board members holding staff appointments.		Yes The CEO was employed from 1 Oct 2014, and holds concurrent Ordinary member in Governing Committee. As per her employment requirements, she does not hold concurrent positions of President or Treasurer.
3	Staff does not chair the Board and does not comprise more than one third of the Board.	1.1.3	Complied
4	There are written job descriptions for the staff's executive functions and operational duties, which are distinct from the staff's Board role.	1.1.5	Complied
5	The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years. If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the	1.1.7	Complied

	Chairman oversees the finances of the charity.		
6	All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years.	1.1.8	Complied
7	The Board conducts self evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter.	1.1.12	Complied
8	Is there any governing board member who has served for more than 10 consecutive years?		Yes
9	The charity discloses in its annual report the reasons for retaining the governing board member who has served for more than 10 consecutive years.	1.1.13	Complied
10	There are documented terms of reference for the Board and each of its committees.	1.2.1	Complied
CONFLICT OF INTEREST			
11	There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	2.1	Complied
12	Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.	2.4	Complied
STRATEGIC PLANNING			
13	The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.	3.2.2	Complied
HUMAN RESOURCE AND VOLUNTEER MANAGEMENT			
14	The Board approves documented human	5.1	Complied

	resource policies for staff.		
15	There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Complied
16	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied
17	Are there volunteers serving in the charity?		No
FINANCIAL MANAGEMENT AND INTERNAL CONTROLS			
19	There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes.	6.1.1	Complied
20	The Board ensures that internal controls for financial matters in key areas are in place with documented procedures.	6.1.2	Complied
21	The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied
22	The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks.	6.1.4	Complied
23	The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.	6.2.1	Complied
24	Does the charity invest its reserves (e.g. in fixed deposits)?		Yes
25	The charity has a documented investment policy approved by the Board	6.4.3	Complied

FUNDRAISING PRACTICES			
26	Did the charity receive cash donations (solicited or unsolicited) during the financial year?		Yes
27	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied
28	Did the charity receive donations in kind during the financial year?	7.2.3	No
DISCLOSURE AND TRANSPARENCY			
30	The charity discloses in its annual report – (a) The number of Board meetings in the financial year; and (b) The attendance of every governing board member at those meetings	8.2	Complied
31	Are governing board members remunerated for their services to the Board?		No
34	Does the charity employ paid staff?		Yes
35	No staff is involved in setting his own remuneration.	2.2	Complied
36	The charity discloses in its annual report – (a) The total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity’s subsidiaries) exceeding \$100,000 during the financial year; and (b) Whether any of the 3 highest paid staff also serves as a governing board member of the charity. The information relating to the remuneration of the staff must be presented in bands of \$100,000.	8.4	Complied

	<p><u>OR</u> The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.</p>		
37	<p>The charity discloses the number of paid staff who satisfies all of the following criteria:</p> <ul style="list-style-type: none"> (a) The staff is a close member of the family belonging to the Executive Head or a governing board member of the charity; (b) The staff has received remuneration exceeding \$50,000 during the financial year. <p>The following information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p><u>OR</u> The charity discloses that there is no paid staff, being a close member of the family belonging to the Executive Head or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year.</p>	8.5	Complied
PUBLIC IMAGE			
38	<p>The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.</p>	9.2	Complied

Funding sources

The Charity is solely funded by kind donations from the public, both individuals and corporate organisations. Donations from individuals, supporters and well-wishers form the bulk of the funds needed to support all our needy patients who undergo curative treatment blood cancers in the Singapore government restructured hospitals. The Foundation does not receive any subsidies from government for her programmes.

Reserves Policy and Investment

The surplus budget of the Foundation is placed in risk-free Fixed Deposits with local Banks of good credit rating. Existing policy provides for the Foundation to retain her reserves up to a maximum limit of 5 times her annual total operating expenditure.

Declaration of Conflict of Interest

LLF Policy states that “The Foundation shall not enter into any contracts for supplies, sponsorship or other contracts where any of the Board members, staff or volunteers have any direct or indirect pecuniary interest.”

All Board members and members of the Governing Committee have declared that they do not have any personal or vested financial interest in all the business transactions or contracts that LLF may enter into or have entered into during the year 2019. Annual declaration of Conflict of Interest is required of all Board members and employed staff. During the course of the year, any Board members and employed staff who might have personal/vested financial interest in any business transactions or contracts related to LLF would be required to make a declaration and to abstain from the procurement and decision processes.

Remuneration of Board Members

The services of all Board members do not attract remuneration and all services rendered by Board Members are conducted voluntarily and in the spirit of pro-bono service. No remuneration has been paid to any trustees or members of the Governing Committee since the inception of LLF.

Related Entities

Dr Lydia Seong has been employed as CEO, and is a full-time employed staff with effect from 1 Oct 2014. She is also concurrently an Ordinary Member on LLF Board. She receives remuneration in relation to her employment as CEO and does not receive remuneration as an Ordinary Member on LLF Board. As per her employment terms, Lydia does not hold concurrent post of President or Treasurer as long as she is an employee of LLF.

Attendance of LLF Board members at Governing Committee meetings 2019

Dates	Dr Patrick Tan	Tan Hee Teck	Dr Ren Ee Chee	Wendy Tang	Annabel Kang	Dr Goh Yeow Tee	Ms Carol Fong	Dr Lydia Seong
15Jul2019								
14Oct2019	-			-		-		
20Dec 2019 (postponed to 15Jan2020)	-				-	-		

REVIEW OF YEAR 2019

Staffing

As at 31 December 2019, there were two full-time and one part-time administrative staff employed by the Foundation. To enable the full operational functions of the Foundation, LLF outsourced financial accounting services to ABLE SEAS, to provide bookkeeping and financial services. LLF believes in close collaboration with key stakeholders, volunteers, community partners to achieve her functions of supporting patients and their families.

Executive Office

Dr Seong Peck Suet, Lydia is the Chief Executive Officer employed as a full time staff since 1 Oct 2014. She also holds concurrent post as an Ordinary Member of the Governing Committee. Dr Seong received remuneration for her employment as CEO and she does not receive remuneration as a member of the Governing Committee.

Patient Support and Financial Assistance

The Foundation had been working closely with medical social workers of all the government Restructured Hospitals to identify and provide financial assistance to needy patients who undergo expensive curative treatment for blood cancers.

During the year 2019, LLF had approved all applications for financial assistance from government restructured hospitals. The financial subsidies amount to more than S\$238,022 for 9 cases and were referred mainly by the Singapore General Hospital and National University Hospital. Since 2003, a total of 743 cases had been approved for financial assistance that amounted to more than \$15,078,930.

LLF works closely with the hospital teams (both doctors and medical social workers) to continually support patients and their families in their treatment journey.

Citi –YMCA Youth for Causes YFC

During the year, Team Leucida from Citi-YMCA YFC helped fund-raise \$8,712 for LLF. The students joined patients in art and craft sessions to demonstrate their loving support.

Team Leucida also organised a school concert to help raise awareness of blood cancers.

Public education and awareness

(a) Art and Craft sessions

Art and craft sessions were conducted for volunteers to create cute bears and booklets of encouragement for our patients.

(b) “Understanding Blood Cancers” talk at Google

Ongoing talks were held to educate patients and volunteers on blood cancers. A talk was conducted at Google Singapore premise, followed by a tour of the prestigious Google office.

(c) Roundtable Discussion

A roundtable discussion, organised by Novartis brought leaders from Singapore Cancer Society, Breast Cancer Foundation, Ain Society and Viva Foundation together to discuss common areas of need for patients with cancers.

(d) Patient Advocacy Forum

The Patient Advocacy Forum was attended by 30 participants who shared on the best practices and international platforms available to advocate for patients with cancers. It was a good networking opportunity for LLF to meet up with key stakeholders like haem-oncologists, BMDP, Ain Society, Singapore Cancer Society and Viva Foundation.

Support programmes for patients and their families

LLF continued to provide ongoing support to patients and families who had been affected by leukemia, lymphoma, myeloma and myelodysplastic syndrome. Several patients who have recovered had stepped forward to offer their counselling support to new patients, especially those undergoing the tumultuous stem cell transplants. We look forward to developing an educational video to encourage future patients and to support their families during this difficult treatment period.

FINANCIAL STATEMENT

	Total (\$)
A Tax deductible donations	793,578
B Income and donations received from other sources	222,818
C Total Income	1,016,396
D Total Expenditure	467,203
E Excess (Deficit) of total income over expenditure (C-D)	549,193

Note : Financial information extracted from the audited statement of accounts for period 1 January 2019 to 31 December 2019.

FUTURE PLANS AND COMMITMENTS

The Foundation is committed to continually support patients and their loved ones in their battle against leukemia, lymphoma and related blood cancers. LLF seeks to work collaboratively with all healthcare professionals and like-minded organisations to achieve her objectives. We will empower patients through education and knowledge so as to help them make informed decisions.

LLF will continue to raise awareness of blood cancers through talks and group activities. We will continue to work with our energetic and wonderful volunteers through the Citi-YMCA Youth for Causes to raise awareness of blood cancers and to fundraise for LLF.

In the year ahead, LLF will strengthen our governance and internal controls by engaging professional bodies to conduct relevant audits.