

Leukemia & Lymphoma Foundation

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

Annual Report for Year Ended 31 December 2022

Leukemia and Lymphoma Foundation LLF was set up on 13 September 2002 as a society (Charity Registration Number: 01699). It was registered as a charity under the Charities Act on 12 June 2003 and has been a full member of NCSS National Council of Social Services.

LLF has attained the status of an Institution of Public Character IPC since 2003. The current IPC status is valid from 26 June 2020 to 25 June 2023.

Unique Entity Number (UEN) : T02SS0150A
Registration as a Society : 13 Sep 2002
MOH Health Endowment Fund : HEF0083/G
Registered Address : 10 Sinaran Drive #10-20
Novena Medical Center
Singapore 307506
Banker : DBS Bank

Governing Committee 2022:

Name	Designation
A/Prof Ren Ee Chee	President
Mr Tan Hee Teck	Vice President (Fundraising & Events)
Ms Annabel Kang	Vice President (Services & Projects)
Dr Benjamin Mow Ming Fook	Honorary Secretary
Ms Carol Fong	Honorary Treasurer
Mr Poon Soon Yuen Dickson	Ordinary Member
Dr Charles Chuah	Ordinary Member

In accordance with the 'Board Policy Manual', the Governing Committee composition is regularly reviewed. In addition, all GC members are required to submit for re-

nomination and re-appointment in accordance to the Constitution. There is no automatic renewal of tenure for all GC members. In accordance to the constitution, there is a maximum term limit of three consecutive years for the position of Honorary Treasurer.

Mr Tan Hee Teck was elected as LLF President from FY2018 to FY2021. He 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 was LLF Vice President (Fundraising & Events) from 2014 to 2017 and FY2022.

A/Prof Ren Ee Chee is the Principal Investigator in the Singapore Immunology Network SigN and concurrently Associate Professor at the Department of Microbiology, Yong Loo Lin School of Medicine, NUS. He serves as a 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 was the elected Honorary Treasurer of LLF from 2015 to 2017. Prof Ren had been Vice President (Fundraising and Events) in FY2018-2019. Prof Ren was elected LLF Secretary for FY2021, and he was elected LLF President for FY2022.

Ms Annabel Kang is a Partner 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 Kang had served as LLF Vice President in 2020-2021 and was re-elected as LLF Vice President (Services & Projects) for FY2022.

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 Group’s 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. Ms Fong had been elected as LLF’s Honorary Treasurer in FY2020, FY2021 and FY2022.

Dr Benjamin Mow is a distinguished haematologist with many years of experience in clinical care. He had been supporting LLF as a volunteer speaker for LLF's educational talks and was officially appointed ordinary Board member from 1 Jan 2021. Dr Mow was elected LLF Honorary Secretary in FY2022.

Mr Dickson Poon is the First Vice President of UOB Bank Singapore, and an active volunteer with SGH. Mr Poon was officially appointed LLF ordinary Board member from 1 Dec 2021.

Dr Charles Chuah joined LLF as an Ordinary Member in FY2022. He is an experienced haem-oncologist and had been the invited specialist speaker on blood cancer for many of LLF's patient symposia prior to joining LLF Board.

LLF Key Management

Dr Seong Peck Suet, Lydia is a registered Public Health Specialist doctor. She had worked in the Ministry of Health (MOH) for more than 10 years and was involved in policy and planning in MOH HQ. Lydia had 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 SSAs that focus on care for the elderly. Lydia is the salaried staff CEO of LLF with effect from 1 Oct 2014 and an Ordinary Member on LLF Board. She was part of the founding pioneers of LLF. As part of renewal and Board succession plans, Lydia offered her resignation from LLF Board from 21 Sep 2020. She remains on as LLF Senior Management as CEO to ensure continuity of LLF's operations.

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

As part of good governance, LLF Board is actively implementing Board renewal and succession planning over the past two to three years to be aligned with existing Guidelines.

Members are cognizant that the work of LLF and blood cancers are unique and pose niche areas of service needs. All members had been instrumental to guide LLF with their unique expertise, deep knowledge and commitment. Prof Ren, Dr Charles and Dr Ben Mow have vast and deep knowledge of haem-oncology and are 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 a robust governance foundation in LLF. Ms Annabel Kang brings

to the LLF team her legal expertise and played a critical role in reviewing LLF's Constitution and legal requirements as a charity.

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.

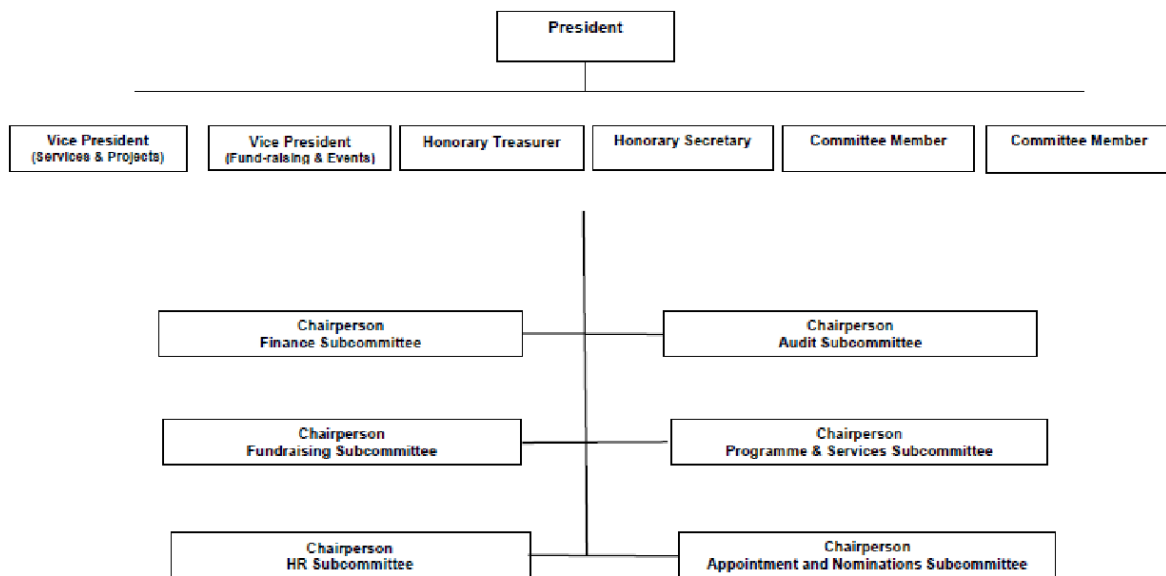
Orientation and Induction Programme

All new Board members and staff undergo a structured orientation and induction programme to familiarise them with the Singapore healthcare system, local charity landscape, blood cancers and relevant legislative and governance compliance matters.

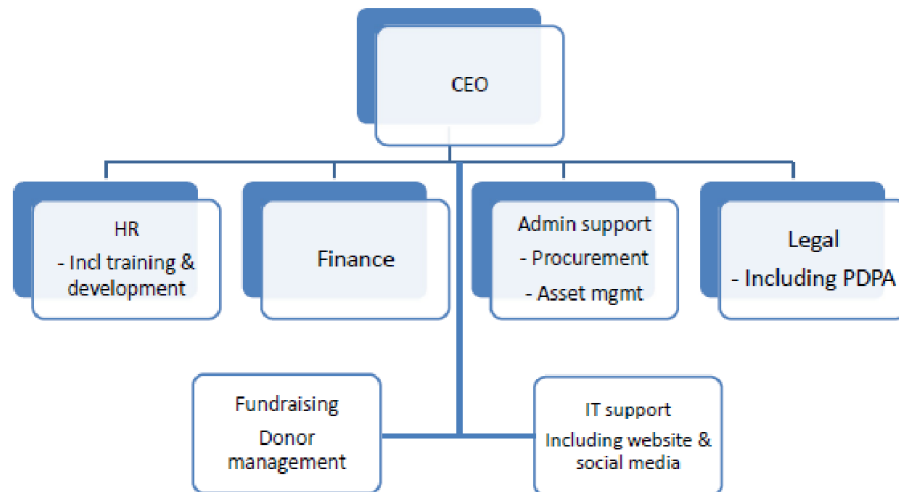
LLF Organisation Structure

LLF Board is supported by six subcommittees that work in close collaboration with Senior Management to ensure continuity in our service to the community. Each subcommittee is led by a Chairperson whose Terms of Reference are clearly stated.

**Leukemia and Lymphoma Foundation
Governing Committee & Subcommittees**



The Management of LLF, led by CEO reports to the Governing Committee and is responsible for the day to day operations of LLF.



MOH approved External Auditor : Mr Jeremy Chan

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 cooperation with like-minded organisations including sponsoring conferences for the exchange of ideas and information
- To support resource centres for promoting public awareness

Code of Conduct and Ethics

The Board has approved documented code of conduct and ethics for all Board members, staff and volunteers.

Governance Policy

The Board and the management of LLF are committed to high standards of corporate governance and compliance with the Code of Governance Evaluation (Enhanced tier) Checklist for Institutions of a Public Character. The full checklist and the Constitution of LLF are available at the Charity Portal at www.charities.gov.sg.

Funding sources

LLF operations are solely funded by generous donations from the general 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 of blood cancers in the Singapore government restructured hospitals. The Foundation does not receive any subsidies from the government for her core 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 five times her annual total operating expenditure. This is to ensure our sustainable ability to serve patients that are afflicted by blood cancers that often require curative treatment in public hospitals and for which the cost is beyond their means, even after government subsidies and mandatory health insurance coverage.

Loans

LLF policy stipulates that it does not make any loans to any employees, management, Board members, any related parties or third party.

Sponsorship to Other charities

LLF does not provide any sponsorship to any charities or activities.

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 employees, key executives and Board members are required to provide disclosure of their interests in all other organisations in which they are directors or have control or have a substantial shareholding or monetary interest to the Board when they are newly employed or appointed or whenever there are updates.

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

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 2022. 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. In FY2022, all have declared NIL conflicts of interest.

There is no known family relationship of the executive staff with any of the board members. There is also no known conflict of interest arisen during the year.

Whistle blowing Policy

LLF has set in place a whistle blowing policy approved by the Board and reviewed regularly.

During the financial year, there have been no reports received pertaining to whistle blowing.

LLF PDPA

LLF has a PDPA Policy and prescribed Operating Procedures to ensure compliance with PDPA and safe protection of personal data of its clients, donors, staff and volunteers. Continual education and checks are in place to ensure that staff remain vigilant especially during the Covid pandemic which had necessitated the greater use of technology and heightened cybersecurity risks. During the financial year, LLF had engaged RSM Risk Advisory Pte Ltd to review our PDPA practices and compliance. LLF aims to achieve standards comparable to DPTM Data Protection Trust Mark.

During the review year, there had been no known data breaches in the Foundation.

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?		No
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 Chairman oversees the finances of the charity.	1.1.7	Complied
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

S/No.	Code Guideline	Code ID	Response/ Explanation
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 resource policies for staff.	5.1	Complied
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

S/No.	Code Guideline	Code ID	Response/ Explanation
17	Are there volunteers serving in the charity?		No
18	There are volunteer management policies in place for volunteers		Complied
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

S/No.	Code Guideline	Code ID	Response/ Explanation
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			
29	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
30	Are governing board members remunerated for their services to the Board?		No
31	Does the charity employ paid staff?		Yes
32	No staff is involved in setting his own remuneration.	2.2	Complied
33	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. <u>OR</u>	8.4	Complied

S/No.	Code Guideline	Code ID	Response/ Explanation
	The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.		
34	<p>The charity discloses the number of paid staff who satisfies all of the following criteria:</p> <p>(a) The staff is a close member of the family belonging to the Executive Head or a governing board member of the charity;</p> <p>(b) The staff has received remuneration exceeding \$50,000 during the financial year.</p> <p>The following information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p>OR</p> <p>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			
35	The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.	9.2	Complied

DPaaS Data Protection as a Service

In FY2022, LLF engaged Straits Interactive to review and strengthen our PDPA policies, SOPs and practices. This project was funded by NCSS and concluded with a Data Breach Tabletop Exercise.

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 had been employed as CEO, and is a full-time employed staff with effect from 1 Oct 2014. She receives remuneration in relation to her employment as CEO. Dr Lydia had been one of the founding members of LLF in 2002, but she has relinquished her Board appointments as ordinary member since 2020.

Attendance at Governing Committee Meetings FY2022

Dates	Ren Ee Chee	Tan Hee Teck	Annabel Kang	Carol Fong	Ben Mow	Dickson Poon	Charles Chuah From 5Aug 2022
23 May 2022 AGM	✓	✓	✓	✓	✓	✓	
26 Sep 2022	✓	✓	✓	✓	✓	✓	✓
21 Dec 2022	✓	✓	✓	-	✓	✓	-

REVIEW OF YEAR 2022

Staffing

As at 31 December 2022, 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 its payroll and financial accounting services to ABLE SEAS Limited, to provide bookkeeping and financial services, and payroll services. LLF believes in close collaboration with key stakeholders, volunteers, community partners to achieve her functions of supporting patients and their families.

LLF also engaged the services of a social worker, on contract for service basis, to assist us to develop a new community psychosocial programme for 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.

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 2022, LLF had approved all applications for financial assistance from government restructured hospitals. The financial subsidies amount to more than **\$815,456** to **21 cases** and were referred mainly by the Singapore General Hospital and National University Hospital.

Since 2003, a total of **799 cases** had been approved for financial assistance that amounted to more than **\$17.3m**.

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, two teams from Citi-YMCA YFC helped fund-raise more than \$7,000 for LLF. Despite the pandemic and lockdowns, the students had utilised innovative and creative ways to conduct their activities like online concert and online awareness talks.

Public education and awareness

(a) Art and Craft sessions

In response to the Covid pandemic, all art and craft sessions during the period FY 2020-2022 had been put on hold.

(b) MPN Patient Forum

LLF collaborated with NUH in the MPN Patient Forum. This was a hybrid event held on 8 Oct 2022 where about 100 participants attended.

(c) Thanksgiving Event

A Thanksgiving event was held on 30 Dec 2022, attended by 11 families. This was the first in-person event organised by our Foundation in the post-pandemic phase.

(d) Patient Counselling and Support

LLF leveraged on technology and widespread use of Zoom to provide ongoing patient support during the year.

LLF continued participation in SDBCC and the inaugural Singapore Patient Advocate Connection (SPACe) 2022.

DPaaS Data Protection as a Service

During the year, LLF completed NCSS-funded DPaaS project for SSAs. LLF worked with a vendor, Straits Interactive to complete the training for DPO and established the corporate governance in Data Breach Management. With the retainer module, LLF completed the tabletop exercise and refresher training for all staff.

FINANCIAL STATEMENT

Note : Financial information extracted from the audited statement of accounts for period 1 January 2022 to 31 December 2022.

	Total (\$)
A Tax deductible donations	765,881
B Income and donations received from other sources	475,215
C Total Income	1,241,096
D Total Expenditure	1,058,466
E Excess (Deficit) of total income over expenditure (C-D)	182,630

	Total (\$)
Breakdown of total expenditure	
1. Direct Charitable Expenses	945,411
2. Transaction Fees	5,829
3. All other operating expenses	107,226

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 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.

Since Sep 2022, LLF had been making preparations to develop and implement our community psychosocial support programme for patients and their families as we recognise this to be a need that is not adequately addressed. LLF had submitted funding applications to relevant sponsors for a 3-year pilot to engage a social worker and social work assistant to help us develop and implement this programme.

LLF is committed to our ongoing effort for Board renewal and succession. We continue to strive to achieve operational standards comparable to the Charity Governance Award, Charity Transparency Award, and Data Protection Trustmark DPTM.

LLF plans to work closely with NCSS for professional IT and funding support, to embark on our journey of digitalisation so as to improve our donation and volunteer management processes.

LLF will also review our cyber security and website revamp to improve our overall security and system integration, to maximise operational efficiency and outreach efforts.