

Domestic Employees Welfare Fund

Annual Report for Year Ended 31 March 2017

The Domestic Employees Welfare Fund (DEWF) was set up as a charity fund in September 2016. DEWF is established by the National Trade Unions Congress (NTUC) and managed by a Board of Trustees, together with CDE. It was granted charity status on 18.01.2017 under the Charities Act and obtained IPC for 10 March 2017 to 9 March 2018.

Unique Entity Number	:	T16CC0008C
Registered Address	:	NTUC Centre 1 Marina Boulevard #10-00 One Marina Boulevard Singapore 018989
Secretary	:	Ms Leung Kah Yee
Board of Trustees	:	1) Mr Bennett Neo, Chairman 2) Mr Tan Chai Kun, Treasurer 3) Mr Chew Sutat, Member 4) Mr Kenneth Chia, Member
Banker	:	United Overseas Bank Limited
Auditor	:	D Arumugam & Co

MISSION AND VISION STATEMENT

Vision:

A better work life for all domestic employees working in Singapore.

Mission:

To help domestic employees have a better living in Singapore through

- Promoting social integration initiatives;
- Providing mediation and legal assistance for employment-related disputes resolution;
- Providing humanitarian assistance to distressed domestic employees in Singapore.

ADMINISTRATION

1. The Secretary-General of the Congress shall approve the overall policies and regulations for the use of the fund and shall delegate the executive functions to the Board of Trustees. The Board of Trustees shall execute these policies through the Centre for Domestic Employees (CDE).
2. The Fund shall be administered in accordance with the Charities Act and its Regulations.
3. The objects of the Fund are charitable in nature and its operations are carried on a non-profit making basis.
4. No business shall be transacted at any meeting of the Board of Trustees unless there is quorum of 3 members present. All matters at a meeting of the Board of Trustees shall be decided by a simple majority of votes.
5. Annual fundraising expenses incurred by the Fund are to be capped at 30% of the gross amount of funds raised. Expenses included all direct and estimated indirect expenses. All funds raised must be reported gross in the Fund's financial statements. All fundraising expenses should be reflected clearly as an item in the financial accounts.

OBJECTIVES

1. Assist by way of ex-gratia payments, subsistence allowances, repatriation costs (if any) to distressed domestic employees working in Singapore when the circumstances warrant or in the event when the employers have no means to fulfil their legal or employment-related responsibilities and obligations;
2. Provide temporary shelter, medical support, mediation and legal services for distressed domestic employees who require such services;
3. Promote understanding of local culture, ethics and norms for better social integration for foreign domestic employees working in Singapore; and
4. Provide any assistance to distressed domestic employees or their next-of-kin where the Board of Trustees shall deem fit.

POLICIES

Financial Management and Controls

The administration and control of the Fund is managed by appointed staff of CDE who will ensure full compliance of disbursement and collection of the Fund, with the approval from CDE Executive Director and Chairman. The DEWF Treasurer provides financial oversight and control of all financial records of the Fund.

Human Resource Management

There is no staff employed by DEWF. The executive and secretariat staff are full-time employees of CDE who oversee the operations of the Fund's activities and programmes.

Marketing and Administration

The Executive Director of CDE supports the Board of Trustees in strategic planning and oversight. CDE staff provides administrative and secretariat support in the operations of the Fund's programmes and activities.

Reserves policy

The Board has decided to set reserves to 1 year. Unutilised allocation of funds from the preceding year or surplus arising from the current year's fundraising efforts shall be added to the fund's Reserves, and be placed in low-risk financial instruments such as fixed deposit.

Conflict Management

Management of DEWF shall be upheld by integrity of CDE staff. Should there be conflicts of interests, the Board is to be informed at the earliest opportunity. Staff and members of the Board of Trustees should act in the best interests of DEWF.

REVIEW OF YEAR 2016

Staffing

The administration of the Fund is assisted by the existing staff of the Centre for Domestic Employees (CDE). As at 31.03.2017, the breakdown of the staff strength is as follows:

Executive Director	1
Manager	3
Senior Specialist	4
Specialist	4
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Assistance

In accordance to the objectives, DEWF started providing financial assistance from March 2017 to needy domestic employees in the form of medical, food and transport. Total expenses incurred for the one month is \$675.27.

REVIEW OF FINANCIAL STATE AND EXPLANATION OF MAJOR FINANCIAL TRANSACTIONS

DEWF is newly setup and in the process of building up its funds. More details can be found in the statement of accounts.

FUTURE PLANS AND COMMITMENTS

In continuance of the objectives set forth, a fundraising charity golf and dinner is planned for FY2017. DEWF is committed to organising at least one fundraising event each year. The funds received will go towards supporting DEWF objectives of providing humanitarian assistance to needy domestic employees working in Singapore. DEWF will also be directed to supporting programs that promote the social well-being of these domestic employees working in Singapore.

STATEMENT OF ACCOUNTS

Statement of accounts for the financial year ended 31 March 2017 is attached.