

**SINGAPORE POLYTECHNIC ENDOWMENT FUND
ANNUAL REPORT FOR FINANCIAL YEAR 2018/2019 ENDED 31 MARCH 2019**

Name of Charity/IPC:

Singapore Polytechnic Endowment Fund (SPEF)

Charity & IPC details:

Charity registration Number/UEN : T08CC3015L

IPC No : IPC000543

Registered Address : 500 Dover Road Singapore 139651

Mission

To support SP's mission - A future ready institution that prepares our learners to be life ready, work ready and world ready.

Vision

To support SP's vision - A caring community of inspired learners committed to serve with mastery.

Objectives of SPEF

- To promote Singapore Polytechnic ("SP") as a Centre of Excellence in Education.
- To provide financial assistance to needy or deserving students.
- To recognise achievements of outstanding students through the provision of scholarships, prizes and awards.
- To provide scholarships to deserving graduates pursuing undergraduate courses.

Programmes and Activities

SPEF engages in various activities in support of SP's Mission and Vision while meeting the Objectives of SPEF.

SPEF continually receives donations from regular and new donors. Our donors are individuals, organizations, foundations and SP alumni members/graduates who have an objective to contribute towards education.

Donations received are used for Scholarships, Bursaries, Book Prizes, Needy Fund and financial support where the beneficiaries are needy and/or deserving students.

SP Financial Assistance (FA) schemes (i.e. scholarships/bursaries/needy fund etc) are publicized to SP students through the following channels:

- Postcards sent to the homes of all students
- Postcards available at Student Service Centre and Finance counters

- Application details pushed to students' phone via the SP Mobile Application
- Forms and application details on SP website
- Engagement of Schools' Personal Tutors to help disseminate details of FA schemes to their students

Board Members and Attendance at Board Meetings

		Attendance for Board Meetings Held During the Financial Year (FY)	
Appointment	Name of Member	21 September 2018	29 March 2019
Chairperson	Ms Amanda Tan Hwei Ling	Y	Y
Member	Ms Grace Yow Mai Chan	Y	N
Member	Mr Soh Wai Wah	Y	Y
Member	Mr Whang Shang Ying	N	Y

“Y” denotes Yes, “N” denotes No

SPEF does not remunerate the Board members for their services rendered.

Executive Management

Position	Name	Designation	Remarks
Secretariat	Ms Jenny Wong	Director, Finance	Resigned on 03 Aug 2018
	Mr Kelvin Chan	Covering Director, Finance	Interim for 04 Aug 2018 to 13 Jan 2019
	Mr Teo Wui Khiang	Director, Finance	Appointed from 14 Jan 2019
Treasurer	Ms Jeannie Cheong	Senior Manager, Finance	Appointed from 1 Sept 2015 and resigned on 27 June 2019

Name of Auditor

Foo Kon Tan LLP

Donations received

For FY ended 31 March 2019, SPEF received donations of \$9.17m (FY2018: \$4.33m).

Management of Conflicts of Interest and Whistle-Blowing Policy

All Investment Committee members are required to sign a Declaration of Conflict of interest at the beginning of their appointments and provide updates where there are changes.

The Whistle-blowing policy is under the purview of a Board of Governor's Standing Committee, the Audit Committee and is available in the Staff Handbook.