

**SINGAPORE POLYTECHNIC ENDOWMENT FUND  
ANNUAL REPORT FOR FINANCIAL YEAR 2021/22 ENDED 31 MARCH 2022**

**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

**Objectives of SPEF**

- To promote 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 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 including:

- E-postcards emailed to parents/guardians and students
- Application details pushed to students' phone via the SP Mobile Application
- Application details pushed to students via SP Social Media platforms (Facebook and Instagram)
- 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**

		<b>Attendance for Board Meetings Held During the Financial Year (FY)</b>		
<b>Appointment</b>	<b>Name of Member</b>	<b>25 May 2021</b>	<b>03 Sept 21</b>	<b>09 Mar 22</b>
Chairperson	Mr David Tan	Y	Y	Y
Treasurer	Mr Soh Wai Wah	Y	Y	Y
Member	Mr Joseph Chua	Y	Y	Y
Member	Dr Azlinda Bte Anwar	Y	Y	Y

“Y” denotes Yes, “N” denotes No

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

**Executive Management**

<b>Position</b>	<b>Name</b>	<b>Designation</b>	<b>Remarks</b>
Treasurer	Mr Soh Wai Wah	Principal & CEO	Appointed from 1 August 2019 to 31 July 2023
Secretariat	Mr Teo Wui Khiang	Director, Finance	Appointed from 14 January 2019

**Name of Auditor**

Deloitte & Touche LLP

**Donations received**

For FY ended 31 March 2022, SPEF received donations of \$1.314m (Previous Year: \$1.805m).

**Management of Conflicts of Interest and Whistle-Blowing Policy**

All SPEF Board 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 SP Board of Governor’s Standing Committee, the Audit Committee and is available in the Staff Handbook.

**Management of reserves**

The Charity Code of Governance requires that the charity/IPC should maintain some level of reserves to ensure its long-term financial sustainability.

The “reserves” refers to the portion of a charity's income funds that is freely available for its operating purposes not subject to commitments, planned expenditure and spending limits. Reserves do not include endowment funds, restricted funds and designated funds.

For SPEF, reserves equivalent to at least 1 year of operating expenditure is set aside in accordance with the requirement of the Charity Code of Governance.