



**SPGG**  
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**REFLECTING THE PAST  
& PLANNING THE FUTURE**

Singapore Polytechnic Graduates' Guild

**ANNUAL REPORT  
2018/2019**



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# NOTICE OF THE 40<sup>TH</sup> ANNUAL GENERAL MEETING

## DATE: 6 SEPTEMBER 2019

### TO: ALL MEMBERS

**NOTICE IS HEREBY GIVEN** by the 30<sup>th</sup> Executive Committee that the 40<sup>th</sup> Annual General Meeting of the Singapore Polytechnic Graduates' Guild (SPGG) will be held on **Saturday, 26 October 2019, 1.30pm at the Grand Ballroom of SPGG**, 1010 Dover Road, Singapore 139658.

Nominations for 12 positions in the 31<sup>st</sup> Executive Committee for the term 2019/2021 is now open. Nomination forms can be collected from the Reception Counter from Friday, 13 September 2019, and are to be submitted by hand to Ms Gaya at the Administration Office by Friday, 20 September 2019, 6pm.

The agenda for the 40<sup>th</sup> Annual General Meeting of the Singapore Polytechnic Graduates' Guild (SPGG) is as follows:

1. President's Address
2. To confirm the Minutes of the 39<sup>th</sup> Annual General Meeting held on Saturday, 27 October 2018.
3. To receive, and if so approved, to adopt the Annual Report of the 30<sup>th</sup> Executive Committee for the financial year ending 31 July 2019.
4. To receive and if so approved, to adopt the Statement of Accounts for the financial year ending 31 July 2019.
5. To receive, and if so approved, to adopt the Provisional Budget for the following year ending 31 July 2020.
6. To consider, where SPGG's Constitution does not provide, a motion by the 30<sup>th</sup> Executive Committee to appoint two (2) Honorary Auditors for the term 2019/2020.
7. To appoint Bob Low & Co to be the External Auditor for the financial year ending 31 July 2020.
8. To elect the 31<sup>st</sup> Executive Committee for the term 2019/2021.

In accordance with Article 36(7) of the Constitution of SPGG, any member desirous of proposing any resolution at the Annual General Meeting shall give notice thereof in writing to the Honorary General Secretary, which notice must be received by the Honorary General Secretary within 7 days of the date of this notice.

*Yours sincerely,*



**Mr Tay Teck Chye, Raymond**

Honorary General Secretary

30<sup>th</sup> Executive Committee

Singapore Polytechnic Graduates' Guild

# MINUTES OF 39<sup>TH</sup> ANNUAL GENERAL MEETING 2018

HELD ON SATURDAY, 27 OCTOBER 2018, 1330 HOURS, AT THE SINGAPORE POLYTECHNIC GRADUATES' GUILD, GRAND BALLROOM, 1010 DOVER ROAD, SINGAPORE 139658.

## PRESENT

President

Chairman - SPGG Endowment Fund;

Chairman - Food & Beverage

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

Honorary Treasurer

Chairman – Facilities Management

Honorary General Secretary

Chairman - Lifestyle, Wellness & Youth

Honorary Assistant Treasurer

Chairman, Social Responsibility

Chairman, Sports

Co-opted Member

**Mr Lim Hock Seng, Jimmy**

**Dr Khong Poh Wah**

**Mr Tay Choon Mong**

**Mr Tham Choon Kin**

**Mr Tay Teck Chye, Raymond**

**Mr Chua Wee Lin, Jasmond**

**Mr Lam Boon Kee, Jeffrey**

**Mr Victor Lye**

**Ms Tow Sze Hui**

## ABSENT WITH APOLOGIES:

Honorary Assistant General Secretary

Chairman - Communications & Marketing

Chairman, Entrepreneurship

Chairman, Membership Development & Services

Chairman, Outreach/Special Projects

Co-opted Member

**Mr Cheong Mun Tien, Adrian**

**Dr Tan Seng Hong, Damian**

**Mr Chou Wei Long, Wellon**

**Dato' Ramasamy Ramesh**

**Mr Kuriakin Zeng**

# ATTENDANCE AND QUORUM

The registered attendance for the Annual General Meeting (AGM) was 91 comprising 57 Ordinary, 26 Life and 8 Associate Members. These figures included the presence of Executive Committee Members (EXCO).

In accordance with Article 36 (13) of the Constitution, the quorum was met and the AGM was called to order at 1.30pm by President Mr Lim Hock Seng, Jimmy (the Chairman).

## 1. PRESIDENT'S ADDRESS

1.1. Prior to presenting the report for the term 2017/2018 at the AGM, the Chairman brought to the attention of the Members the following:

1.1.1 Only one Member should speak at a time to facilitate a smooth and efficient meeting.

1.1.2 All Members were to speak through the microphones provided, so that all could listen to the speaker.

1.1.3 Before speaking, each Member was to state his or her name and Membership number, so as to facilitate proper recording of the Member's name and Membership number for the Minutes of Meeting.

1.1.4 All questions were to be addressed to the Chair, and the Chairman would decide and rule as to whether the question is relevant to the Agenda.

1.1.5 Members were to participate in the Meeting with decorum and discipline. If any Member presented acts out of decorum and discipline, the Chairman would first give a reminder to the Member. Failing to obey in the second instance, the said Member would be ejected from the Meeting by the Chairman.

1.1.6 With reference to point 1.1.5, any instances of ill conduct—which having been reminded and ejected from the Meeting—will be subjected to disciplinary actions by the Guild, which might include fines and removal from the Guild's membership register.

1.1.7 With reference to point 1.1.6, all Members were requested to participate in the Meeting in accordance to the Agenda. Members were requested not to deviate, and not make remarks that might be personal in nature. Members were reminded not to offend anyone present in the Meeting.

1.1.8 Members were to leave their handphones and electronic devices on silent mode throughout the Meeting. This was to prevent any undue interruption of the Meeting.

- 1.1.9 The AGM was a private meeting (Meeting) of the Singapore Polytechnic Graduates' Guild, and it was to be noted that the Guild had not given approval to the press/media representatives to be present at the Meeting. If there were any press/media representatives present, they were required to leave the Meeting immediately.
- 1.1.10 There would be no cameras or photo-taking at the Meeting, other than the Guild's officially-appointed photographer.
- 1.1.11 The staff of the Guild was permitted to be in the Meeting Room, but would not participate unless the Chairman called for it.
- 1.1.12 The Committee had invited to the Meeting the Guild's legal advisers Mr Sim Lin Piah and Ms Constance Leong from Tan Peng Chin LLC, and auditors Mr Bob Low and Mr Nicholas Lim from Bob Low & Co.
- 1.1.13 Entry and Voting Cards would be distributed to Members upon registration for attendance to the AGM. The Card was to be carried at all times. All decisions—other than amendments—would be carried by a simple majority, and voting would be done by a show of hands holding the Entry and Voting Cards. Counting would be done by the Guild's appointed personnel and Chairman also requested for two Members to volunteer for vote counting.
- 1.1.14 Members who were in arrears of their subscription/entrance fees were not permitted to participate at the Meeting. Members were to settle their arrears-to-date before being granted by the Chairman to attend the Meeting.
- 1.2. The Chairman briefed the 39<sup>th</sup> AGM agenda and then proceeded to present SPGG highlights for FY2018, the challenges confronting SPGG and the report for the term 2017/2018.



# FY2018 HIGHLIGHTS

The Chairman presented the Four Pillars Initiatives: Raising the Guild's Profile; Giving Back; Entrepreneurs' Hub; Service Quality and Vibrancy; which was conceived and established in 2014, in line with our Vision to transform SPGG into a Club of Distinction.

## RAISING THE GUILD'S PROFILE

- The Chairman reported that the Guild's profile continued to be raised by the Leadership Dialogue Series, and that Guild hosted prominent speakers such as Singapore Polytechnic (SP) Principal & CEO Mr Soh Wai Wah in November 2017 and General Secretary of Singapore Kindness Movement, Dr William Wan, in September 2018. The Chairman shared that there would be an upcoming leadership dialogue session with Executive Chairman of Banyan Tree Holdings, Mr Ho Kwon Ping, in November 2018 and invited Members to register for the event.
- The Chairman also reported that there was an official launch of SPGG History Book "Tested Through Time" event on 21 October 2017 and it was a truthful record of SPGG's forty-six years history. He shared that it took six years to complete and was honoured that Minister of Education (Higher Education & Skills), Mr Ong Ye Kung, penned the Foreword for the book, and the past and present Principals of SP and Chairmen of SP Board of Governors also wrote their respective messages for the book.
- The Chairman mentioned that the books were distributed as complimentary for all Members and encouraged Members to approach the staff if they have not collected the book yet.

## GIVING BACK

The Chairman reported that the SPGG Endowment Fund, that was started 5 years ago, has exceeded its stated target of raising \$2 million endowed donation in five years. During this period, about 400 bursaries were awarded to deserving SP students so that they can focus on their education instead of having to worry about their financial challenges.

He shared that SPGG Endowment Fund received over \$2.18 million from about 80 donors and together with the Government 1.5 times matching, it stands at \$5.45 million. The number of bursaries to be disbursed would be based on the actual annual investment returns generated from the fund.

The Chairman reported that the SPGG Endowment Fund has come to an end and all future donations would be channelled to a newly created SPGG Education Fund, as of July 2018, to continue helping SP's needy students with their financial needs. He shared that there was a SPGG Endowment Fund Dinner on July 2018. It was a meaningful event as it served as a platform for beneficiaries to meet their benefactors.

As part of the on-going efforts, another project that gave back to the community was the Run for Charity 2017, co-organised with Ulu Pandan Community Sports Club, Community Chest and SP DSA. The event raised \$30,970 for the Singapore Association for the Deaf. He shared that there would be an upcoming event, SPGG Laser Run in November this year.



In order to show appreciation to our Pioneers, SPGG held the 'Inviting Lunar 2018' on January 2018. Over 100 elderly guests from Calvary Community Care (C3) were treated with a delicious meal, entertained with activities and games and were also given a Red Packet (Hongbao) to wish them well and prosperity for the Chinese New Year.

## **ENTREPRENEURS' HUB**

The Chairman reported that the Entrepreneurs' Hub was one of the initiatives that SPGG has been doing. He shared that two events called "Why Entrepreneurship and the Importance of Business Models for Start-ups" and "Methods of Validating Prototypes, and Marketing & Sales" were held in June 2018 and July 2018 respectively. The Chairman also mentioned that SPGG has incubation offices which are ideal for start-ups, small businesses and enterprises.

## **SERVICE QUALITY & VIBRANCY**

The Chairman reported that for the fourth & final pillar—to improve the service quality and vibrancy, the Guild has continued the efforts as following:

### **Collaboration with SP**

The Chairman reported that the Guild has collaborated with our alma mater SP, towards a SMART Clubhouse project to develop smart-and-green Internet-of-Things (IoT) for use in the facilities management of the Guild. These include a Solar system to supplement the Guild's electricity needs and also a water monitoring system to reduce wastage.

### **Events & Outreach Programs**

The Chairman also reported that the Guild organised various events and activities for Members, such as:

- Singapore Open Memory Championship - September 2017
- SPGG Lo Hei Luncheon 2018 - February 2018
- Let's Go Fishing - March 2018
- A Mediacorp Experience - June 2018
- 1D Durian Tour to Segamat - July 2018 (In Collaboration with SIA Group Sports Club)
- Annual Bowling Championships - July 2018

### **Reciprocal & Merchant Tie-ups**

The Chairman reported that the Guild has partnered with various Reciprocal Clubs and Merchants to enhance our Members' experience. He also encouraged Members to share their feedback so that the Guild can provide value added facilities and services for our Members.

### **Keppel Club - new addition to Our Reciprocal Clubs**

The Chairman reported that SPGG had established a Reciprocal Agreement with Keppel Club that grants SPGG members access to their social and sports facilities, such as their beautiful 18-hole Golf course, at a sign-in guest rate, as well as dining privileges on a reciprocal basis. He also shared that a Memorandum of Understanding (MoU) was signed with Keppel Club on 2 August 2018, providing a solid platform for mutual benefits and value added facilities and services for all Members for many years to come.

The Chairman presented the Guild's route map in 2015, which included the following:

- Transformational Strategic Thrust: Four Pillars Initiatives —
  1. Raising The Guild's Profile,
  2. Giving Back,
  3. Entrepreneurs' Hub,
  4. Service Quality & Vibrancy
  
- Establish new revenue streams: Explore use of rooftop, children's playground, and new ventures with other clubs and education institutions and others
  
- Collaboration with Singapore Polytechnic: Official launch of SPGG's History Book; Smart Clubhouse (1. Facility management; 2. Green energy integration; 3. Water and environment monitoring)
  
- Increase of subscriptions fees

### 1.3. **Financial Performance**

1.3.1 The Chairman reported that SPGG's overall net income was declining from \$4.5 million in FY2012 to \$3.5 million in FY2018. There was a significant decline in income especially between FY2014 and FY2015 and it was due to the decline in Jackpot Collection, F&B and rental income. The Chairman shared that the decline in Jackpot collection had been affected mainly due to the reintroduction of casino ships in Singapore.

1.3.2 The Chairman briefed the income statement of the Guild's three main sources of income as following:

The Jackpot income for the financial year has decreased from \$3.8 million to \$3.5 million due to the imposition of the stricter police licensing regulations. As a result, the Guild's income was expected to decline for FY2018 and full impact of the new regulations implementation would be seen in the current financial year.

Income from Membership Entrance and Subscription Fee was slowly declining and the Guild has been trying hard to remain relatively stable.

F&B net income has seen improvement in FY2018 by about 8% due to an improvement in food quality, service and a revised menu.

1.3.3 The Chairman reported that SPGG's cash reserve has gone down. The Guild had \$2.7 million in FY2010 and \$1.7 million in FY2018 respectively with the cash reserve reduced by about a million dollars.

To explain the drop, the Chairman highlighted that major renovation works had been done for the various upgrading projects within the guild from FY2010 to FY2013. These include renovation of two Spa Wellness Centres, Poolside Cafe, Front Office, Jackpot Room, Quiet Corner and The Coffee Hub totalling to \$986K. The air conditioning system was also completely replaced from FY2013 to FY2016. The total cost incurred was about \$661K within 3 years.

The Chairman reported that over \$1.6 million has been spent over 6 years and remarked that some projects has been put on hold due to the depleting cash reserve. Those deferred projects included Restaurant Renovation (\$400K), Toilet Upgrade (\$250K) and Rooftop & Piano lounge waterproofing (\$250K) in total \$900K. The Chairman reported that the EXCO and the Management team have been prudent in running the Guild.

- 1.3.4 The Chairman reported the 5 years projection of the SPGG Finances from FY2019 to FY2023 as follows:

With regards to SPGG's potential income, should SP cease their corporate Membership with SPGG, the Guild would experience a short fall of income of \$180K in FY2020. Jackpot income is also projected to continue to decrease starting from this financial year.

With regards to SPGG's expenses, the Chairman shared that SPGG has been paying \$1, for the land lease for the past 18 years. Come FY2021, the Guild would have to pay the full market rate, which was estimated to be at least \$154K.

The Chairman also added that the 5 years projection did not include the potential increase of electricity and water bills. At the current rate, the Guild was paying about \$18K to \$20K per month for electricity and due the potential increase in oil prices, the Guild may have to pay an additional 26% higher in the coming years.

#### 1.4. **Challenges Ahead**

The Chairman stated the operating conditions and challenges that the Guild continued to face:

- Stagnant or declining income
- Escalating operating costs
- Significant declined Jackpot income
- Cessation of SP's Corporate Membership
- Changes to the Jackpot regulations
- Land lease commercial rate kicking in, in 2021

The Chairman reported that for SPGG to serve its purpose in a meaningful way and remain relevant to our alma mater, SP graduates and student communities, the Guild needs to be operationally viable and financially sustainable in the long term.

1.5. **Cost of Membership vs Members' Contribution (Per Month)**

1.5.1 The Chairman reported that the operating cost of Membership in FY2018 was \$93 per Member compared to the contribution of \$20 per Member. He shared that the Guild has been working hard to streamline the cost and was able to reduce the operating cost per Member by \$3 compared to \$96 in FY2017. The Guild's multiple sources of income such as Jackpot, Membership, F&B and rental of facilities, helped to shoulder the cost.

1.6. **Clubs Comparison of Subscription Fee**

1.6.1 The Chairman presented a comparison of our Subscription Fee to other clubs in Singapore which indicated that almost every club had raised their Subscription Fee in recent years. Those that did not raise their fee were struggling to maintain their clubhouse.

The Chairman reported that the Guild has been maintaining Subscription Fee at \$30 per Member since 2000. Based on a modest compounded growth with an annual inflation rate of 3%, after 18 years, the Subscription Fee for SPGG for 2018 should have been \$51 per month.

SPGG's monthly Subscription Fee has not been increased for the last eighteen (18) years; this was made possible by our unyielding efforts in creating multiple sources of revenue and in our prudent financial management. The EXCO and Management has foresighted the challenges and had been working hard to overcome the situation by developing additional sources of revenue for the Guild. However, these options take time to materialise and are limited by the nature of our organisation as a registered alumni society.

It is as a last resort to seek the Members' support for the monthly Subscription Fee contribution adjustment.

The Chairman requested Members to vote with the full of consideration as SPGG would be facing financial problems in next 5 years should the monthly Subscription Fee be maintained at the current rate.

SPGG is unique in that it was built brick by brick with funds collected from Members. The establishment of the Guild took 10 years to prepare, design, build, maintain and run. The Guild has been successfully running for 18 years, but it currently faces challenges in order to continue to run for another 18 years. It would need the support of its Members to support the Guild.

The Chairman reported that the EXCO and Management were mindful of the impact the monthly Subscription Fee adjustment might have to some of our Members. To soften this increase, affected Members would be receiving Loyalty Vouchers of \$45 per quarter, in line with the \$15 increase per month over the next 18 months.

## **2. TO CONFIRM THE MINUTES OF THE 38<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 21 OCTOBER 2017**

- 2.1. Mr YEE WAI KHENG, BOBBY (L00047) mentioned that he did not suggest an increase in Membership Fees as reflected in the meeting minutes. The Chairman replied that SPGG would check with last year's minutes recording and make the amendments accordingly.

With regards to his feedback on the Minutes of the 38<sup>th</sup> Annual General Meeting held on 21 October 2017 reflected within the Annual Report 2017/2018, Page 8, Agenda 8.1, (cited below)

'Mr YEE WAI KHENG, BOBBY (L00047) opined that the Guild's F&B prices was too cheap, compared to F&B establishments elsewhere, and suggested to increase subscription fees, by citing the increase of family membership subscription that other clubs had done.'

SPGG has taken note of his input and will be making the following amendment: 'Mr YEE WAI KHENG, BOBBY (L00047) opined that the Guild's F&B prices was too cheap, compared to F&B establishments elsewhere, and suggested an increase in the (Minimum Spending) levy for Members with the Family Privileges, similar to some other membership clubs.'

- 2.2. There being no further queries, the Minutes of the 38<sup>th</sup> Annual General Meeting held on 21 October 2017 was adopted, as proposed by Mr CHUA EE CHAI (1100374) and seconded by Mr YEO HUANG KIAT (L00435).

## **3. TO RECEIVE AND IF SO APPROVED, TO ADOPT THE ANNUAL REPORT OF THE 30<sup>TH</sup> EXECUTIVE COMMITTEE FOR THE FINANCIAL YEAR ENDING 31 JULY 2018**

- 3.1. As there were no matters raised on the Annual Report for the Financial Year ending 31 July 2018, the AGM resolved to adopt the report, as proposed by Mr LIM MENG TONG (L00022) and seconded by Mr TAN KOK HO, EDMUND (0100276).

## **4. TO RECEIVE AND IF SO APPROVED, TO ADOPT THE STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 JULY 2018**

- 4.1. Mr SEW JUNE SUNG (0100126) asked where the amount of money collected from SP Students while they used the Guild's facilities were reflected (within the Statement of Accounts).

The Chairman replied that SP students who are under SPGG Membership would not have to pay additional while using gym and swimming pool as it is part of their Membership. SP Students, who are non-Members and brought in as Guests (by Members), would need to pay the Guest rate when they use the Guild's facilities such as the gym. The amount collected was reflected under Rental of Facilities.

- 4.2. Mr KOH HEEN SWEE, DAVID (0900097) referred to the Fixed Deposits under Cash and Cash equivalents (page 53 of the Annual Report) and queried that why the cash was placed in the Fixed Deposits and not more aggressively invested.

The Chairman replied that the cash float/petty cash was necessary as it was used when making payment to vendors and for Jackpot. Despite that, it was kept as minimal as possible so that the money can be placed in the bank to generate interest.

Auditor Mr BOB LOW added that it was still risky to invest and that cash is more valuable than any other form of investment tool (Cash is King).

- 4.3. Mr CHAN VOON SHEN (1000123) referred to the Administration Expenses (page 38 of the Annual Report) and queried about the increase in 'Membership Drive Advertising & Promotion' from \$12,483 in FY2017 to \$28,391 in FY2018 and the increase in 'Printing & Stationery' (page 39 of the Annual Report) from \$26,471 in FY2017 to \$47,327 in FY2018.

The Chairman replied that the Membership base was very important to the viability of the Guild, as a larger Membership base would increase our monthly recurring income collected from Membership Fee. It would also help to counter the natural attrition of Members. It is therefore important to put more effort into our Membership Drive in order to attract new Members. The Chairman also shared that the Guild was exploring digital marketing efforts like Google Ads and Facebook Advertising to help drive Membership recruitment, thus increasing the costs.

The General Manager added that the increase in Printing & stationery (page 39 of the Annual Report) that was due to the printing of the SPGG History Book 'Tested through Time - The Journey of the Singapore Polytechnic Graduates' Guild' (\$11K), a new contactless Membership card (\$5K) and also a new menu for F&B (\$3K).

- 4.4. Mr ANG EU JIN, GERALD (1000110) further referred to the Membership Drive Advertising & Promotion and asked for the Return on Investment (ROI) for the Membership drive.

The Chairman shared that the Management regularly reports to the EXCO on the outcomes of initiatives versus the amount of money spent. Any investment that does not generate returns would be terminated accordingly.

The Chairman gave an example on how the Guild worked with an external consultant for Google Ads and that over \$500K worth of banquet sales were generated through online platform. The ROI for Membership was lower when compared to F&B but the Guild would continue advertising on Google Ads until the campaigns were no longer effective.

- 4.5. Mr CHIA HAN YONG, DANIEL (1800018) referred to the Employee Expenses (page 54 of the Annual Report) under the Notes to the Financial Statements and suggested to have a financial hygiene check as an increase in salaries should accordingly result in a proportion of increase in CPF contribution.

The Chairman thanked him for his inputs.

- 4.6. Mr TAN BOON LENG, KENNETH (9900040) referred to the Jackpot Revenue (page 38 of the Annual Report) under Statement of Comprehensive Income and stated that while Jackpot revenue was about \$8.5 million the costs was also \$7.3 million respectively and that the returns was about \$1.2 million. For F&B, the revenue was \$1.2 million while the cost was \$385K which meant that the return was \$815K and it was better than Jackpot. He suggested that the Guild move away from an overreliance on the Jackpot, considering the challenges and focus more on F&B. He suggested that instead of 18 months, the Guild could extend the period for the issuance of the Loyalty Vouchers as long as possible.

He also added that Google Ads costs that were reflected under Membership should accordingly be moved to F&B.

The Chairman responded that the costs incurred by the respective departments were allocated accordingly. With regards to Mr Tan's earlier comment on moving away the Jackpot Revenue, the Chairman replied that the Revenue of \$8.4 million was the gross revenue and components such as the gambling tax, the pay-out (for Jackpot winners) and internal operating costs resulted in the high operating cost of \$7.3 million for Jackpot. Despite that, Jackpot remains as a good source of revenue for the Guild.

With regards to F&B, the costs of \$385K have not included the manpower costs and overhead costs of facilities such as the function rooms. It would not be accurate to assess the performance of each functional group just based on the revenue reflected in the Annual Report. A more accurate assessment would be during the EXCO meeting where more details are presented and discussed.

- 4.7. Mr TAN BOON LENG, KENNETH (9900040) opined that this was an emotional time for the Guild. He reflected again on how the older generation had fought hard over the years to build the Guild, especially the Life Members. He then asked Members that while they voted, to think about the future of SPGG and to consider what they wanted for the younger generation - whether they would still want a Guild like SPGG to exist for the next generation of SP students.
- 4.8. With no further questions raised, the Statement of Account for the Financial Year ending 31 July 2018 was adopted by the AGM as proposed by Mr TAN BOON LENG, KENNETH (9900040) and seconded by Mr CHAN VOON SHEN (1000123).

## **5. TO RECEIVE AND IF SO APPROVED, TO ADOPT THE PROVISIONAL BUDGET FOR THE FOLLOWING YEAR ENDING 31 JULY 2019**

- 5.1. Mr LIM KIAN LIP (1200064) referred to Upgrading of toilets at level 2 and 3 under the Provision Budget Statement of Capital Expenditure for the Financial Year ended 31 July 2019 (page 62 of the Annual Report) and asked why it was \$190K.

The Chairman replied that the toilet has not been upgraded for 18 years and although it is still functional, there were a few major issues such as piping, clogging and aging. The proposed toilet

upgrade was also more modern and eco-friendly, ultimately saving more water. The Chairman added that despite the budgeted amount of \$190K, after requesting for quotations from 4 different vendors, the final quotes were over \$260K. As it has exceeded the budget, the project has been deferred and the Management has been doing incremental improvements such as changing the exhaust fans, the broken doors and the mirrors so that it looks more presentable.

- 5.2. With no further queries, the Provisional Budget for the following year ending 31 July 2019 was adopted as proposed by Mr TAN KOK HO, EDMUND (0100276) and seconded by Mr CHIA HAN YONG, DANIEL (1800018).

## **6. TO CONSIDER AND, IF SO APPROVED, THE EXECUTIVE COMMITTEE'S PROPOSAL**

**(A) TO INCREASE THE SUBSCRIPTION FEE FOR ORDINARY, ASSOCIATE AND CORPORATE MEMBERS BY \$15 PER MONTH COMMENCING 01 JANUARY 2019**

**(B) TO INCREASE THE SUBSCRIPTION FEE FOR GUESTS (FAMILY PRIVILEGES) BY \$10 PER MONTH COMMENCING 01 JANUARY 2019**

- 6.1. Before the voting commences, the Chairman requested two Members, Mr CHIA HAN YONG, DANIEL (1800018) and Mr YEO HUANG KIAT (L00435) as the volunteers for the fair vote counting.

The Chairman opened the session to the Members for any discussion before casting the vote.

- 6.2. The Chairman reported that the EXCO and Management Team have been working hard over the last four years to find alternative sources of income in order not to impose the increase in the Subscription Fee to Members, especially during these uncertain economic conditions. However, this was a critical moment for the sustainability of the Guild.

- 6.3. With regards to feedback from some Members, should the Guild manage to find adequate resources or new sources of income to keep going, the Chairman requested to put on record

- to reduce the (adjusted) Subscription Fee and
- to extend the Loyalty Voucher from 18 months to a longer period.

Should the Guild have enough financing capabilities in the future, the Chairman promised to table the above two items for vote at the next AGM. The Chairman shared that the Guild expected the attrition of Members as a result of the Membership Subscription Fee adjustment.

- 6.4. Mr NG YONG HUAT (L00106) proposed an increase of F&B Minimum Spending Levy (MSL) to \$15 instead of increasing Membership Subscription Fee with justification that imposing of MSL would also apply to Membership types that do not need to pay monthly Subscription Fee.

The Chairman thanked him and replied that the suggestion will be taken into consideration in the future.



- 6.5. Mr TAN BOON LENG, KENNETH (9900040) also added that an increase in MSL could be a good alternative as Members can offset when dining in the Guild.

The Chairman replied that the topic of increasing the monthly subscription fee has been discussed over the last few years during the Meet the Members' sessions and past AGMs. Some of the Members suggested that the Guild could give something back to Members to ease them into the adjustment of the Subscription Fee: the idea has been adopted as the Loyalty Vouchers.

- 6.6. Mr CHOO CHOONG MONG (1400231) queried why the proposed increase in Membership Subscription Fee was \$15 instead of \$10. He also queried why there was a proposed increase in Guests (Family Privileges) Membership Subscription Fee.

As mentioned earlier during his President address, the Chairman replied that two factors were taken into consideration when considering the increase. Firstly, the current Subscription Fee at \$30 had remained unchanged since Year 2000. Based on an assumed inflation rate at 3%, the compounded amount would be at \$51 in FY2018. He highlighted that the Guild actually considered a lower amount than the projection. Secondly, in reference to an earlier temporary increase in Subscription Fee back in 2005 to 2007, the Guild has noted that Membership attrition rates would increase whenever an adjustment to the Fees occurs. The Guild hoped that the increase by \$15 would be sufficient so that an adjustment would not be needed for at least 15 to 20 years.

- 6.7. Mr SOH YAN JING, LLOYD (1800217) enquired on the assumptions that the Guild has made with regards to membership attrition rates. He felt that it was unintuitive that the Guild's revenue would increase, especially with the expected Membership attrition rates. He added that although other clubs also had an increase in Subscription Fee, due to their higher Entrance Fee, their members were less likely to resign.

He asked if the Guild has considered waiving the increase of Membership Subscription Fee for Members who were 60 years old and above, especially due to their financial burden.

Touching on his latter comment, the Chairman replied that the Guild has considered waiving the Subscription Fee for Ordinary Members who have been faithfully supporting the Guild for over 25 years, in order to recognise their contribution. However, the Guild must be operationally viable and financially sustainable long term in order to do so. In consideration of the Guild's older median age of 46 years old, waiving the Subscription Fee for older Members was a challenging task.

Noting that sparing a thought for the older generation was an important topic, the Chairman shared that this matter was something to be considered in the future.

Touching on his earlier enquiry, the Chairman mentioned that although there was no way to accurately predict the actual outcome, he still expected some attrition. One expected group may be

the younger Members who had paid a lower Entrance Fee. After having enjoyed a lower rate for a number of years, when the privileging Membership Fee commences, they are more likely to resign.

Nevertheless, the Chairman wanted to point out that joining a Graduates' Guild like SPGG should be about the emotional attachment to her alma mater. The Guild is more than just a building or its facilities. SPGG is a place where they can share ideas, where they can learn together, it is something to be proud of. While SPGG has been successful in reaching out the older generation, with the changing education landscape, the Guild needs to do more to engage the younger generation. The Four Pillars initiatives were launched in order to address this. The Guild is also looking into new initiatives in order to reach out to young generation.

- 6.8. With regards to Members' attrition due to the increased Subscription Fee, Mr SOO YAN JING, LLOYD (1800217) suggested that the financial responsibility of an increased fee could be primarily placed on the Members who were least likely to leave, and that retirees above 60 should not have to bear the brunt of this increase. He also added that in order to attract younger Members, the Guild could consider introducing the raised only after they have been in the Guild for 1-2 years.

The Chairman replied that it may be harder to rationalise this suggestion and implement the idea for now. The Guild will continue to look for alternatives.

- 6.9. Mr BALAKRISHNAN VELLU (L00002) noted that the last time the increase of monthly Subscription Fee was discussed; there was a contentious issue about the Life Members. A lot of Members felt that they should also play a role as they were enjoying the same benefits as other affected Members. He was surprised that there was no part for the Life Members to play a role in avoiding this looming crisis should the Guild not increase the Subscription Fee. He suggested a hybrid of earlier suggestions - a partial increase of Subscription Fee, supported with a partial increase in MSL. Life Members could also play their part in shouldering the burden of the Guild. Although Constitution has stated that Life Members do not need to pay Subscription Fee, they could still contribute to the Guild by patronizing the Restaurant and other facilities such as the Bowling Alley.

- 6.10. Mr YEE WAI KHENG, BOBBY (L00047) also agreed that a certain amount should be added to MSL since it can be contributed by all Members.

- 6.11. Mr LIM CHYE KWEE (0000140) shared that he agreed to the increase in Membership Subscription Fee in-principle. However, he believed that at this crucial moment, everyone should chip in to help.

He also referred to the meeting minutes of the 37<sup>th</sup> AGM held on 24 October 2016 on the Annual Report 2016/2017 under Any Other Business (page 9) and shared the statement that '...it was a Life Member that stood up to support the motion of raising the monthly subscription fees including Life Members chipping in to help SPGG to overcome its financial crisis at the crucial moment'. Similarly, he appealed to Life Members to help SPGG to overcome this crucial moment. Otherwise, he proposed that only Ordinary Members be allowed to vote as they were the only ones affected by this issue.

The Chairman replied that in 2006, the Guild faced similar challenges and there was a need to raise the Subscription Fee by \$10 and MSL by another additional \$10. This increase then, was supposed to be a temporary one, lasting 3 years. Firstly, the proposal to temporarily increase the Subscription Fee was shut down. The resolution was then re-tabled during a following Extraordinary General Meeting (EOGM) and the motion passed through, with the support of Life Members. The Chairman felt heartened to see such a unity of SPGG Members during a time of crisis. Even though the Ordinary Members voted against the motion to temporarily increase the Subscription Fee, Life Members always stood up to support the Guild. He reiterated that SPGG belongs to Members and should the Guild disappear tomorrow, it would be a loss to all the Members.

- 6.12. While touching on feedbacks proposed by Members, the Chairman queried whether the Guild was in a position to amend the resolution before it was put to a vote.
- 6.13. Mr NG MAN CHOONG (L00027) clarified that as the agenda had been proposed at the AGM, it would not be possible to amend. However, should the Committee deems necessary to propose a new agenda, an EOGM can be called. He thought that the current system was sufficient and added that the Guild could try to increase the MSL spending. He also noted that introducing a \$10 voucher for Guests (Family Privileges) would help to soften down the impact of the increase in Subscription Fee. This would also increase the expenditure of the Life Members, so that they could help the Guild.

The Chairman stated that the agenda has been tabled and distributed to Members beforehand and that constitutionally, the Guild is unable to just change the resolution. While the resolution was to vote on an increase, it does not dictate the EXCO's and the Management's decision on what to do with the MSL and the relief measures (Loyalty Vouchers).

He reminded Members that although the EXCO was empowered by the Constitution to adjust the Monthly Subscription Fee from time to time as it deems fit, he felt that this was an important issue concerning the future of SPGG and the well-being of Members. Therefore, the Guild decided to table it during the AGM for Members to deliberate and to vote. He added that the Management and EXCO would continue to look into the proposals highlighted, such as introducing the Loyalty Vouchers for both Members and their Guests (Family Privileges), and would make the announcement at a later date.

- 6.14. Mr LOW HOW HAN (0100067) was in line with the resolution to increase the Subscription Fee, noting that not having had an increase for 18 years was unhealthy for a clubhouse. Touching on the Student Membership recruitment, he proposed a cap on the numbers of students' members recruited so that it would be more of a privilege for them. In addition, he suggested that Life members should contribute to the increase in Subscription Fee as they are also Members of the Guild, albeit at a lower rate. If Constitutionally the Guild cannot impose Subscription Fee to Life Members, he opined that the Constitution should be amended.

Noting that the Guild would look into capping the Student Membership recruitment, the Chairman replied that Student Members are very important to the Guild, with SPGG being a Graduates' Society. If SPGG does not reach out to them while they are still studying in SP, it would be difficult for SPGG to reach out to them, after their graduation.

On the feedback of Life Members contributing to the increase in Subscription Fee, the Chairman replied that Life Membership was issued at the initial before the existence of our Guild. Upon joining, Life Members had duly paid for an upfront amount equivalent to 20 years of Subscription Fee. Should any Members who felt strongly for a Constitutional change, they could table in the next AGM or EOGM for Members to vote.

6.15. Mr NG MAN CHOONG (L00027) added that Life Membership is non-transferable.

6.16. Mr RANJAN S/O RAJOO (9808888) also agreed to the increase in Subscription Fee and felt that only Ordinary Members should be voting for the resolution since Life Members were not contributing to the fees.

The Chairman reiterated that as the Agenda was already tabled to a vote, the Guild was unable to amend the resolution on the day. He added on that the vote was not simply about increasing the Subscription Fee but more about the future of SPGG.

The Chairman also promised that the EXCO would take the suggestions into the consideration that was given by Members during the AGM.

6.17. **Voting Results**

The two volunteer Members (for counting of the vote), Mr CHIA HAN YONG, DANIEL (1800018) and Mr YEO HUANG KIAT (L00435) verified the votes and the Chairman announced the voting results from 67 voting members.

- Vote For 38
- Vote Against 24
- Vote Abstain 5

With the simple majority votes, the resolution was carried.

**7. TO CONSIDER, WHERE SPGG'S CONSTITUTION DOES NOT PROVIDE, A MOTION BY THE 30<sup>TH</sup> EXECUTIVE COMMITTEE TO APPOINT TWO (2) HONORARY AUDITORS FOR THE TERM 2018/2019**

7.1. The AGM placed on record SPGG's appreciation to Mr YEO HUANG KIAT (L00435) and Mr TAN KOK HO, EDMUND (0100276) as SPGG's Honorary Auditors for the term 2017/2018.

7.2. The AGM approved the appointment of Mr ONG WEN SHUN, GERALD (0700054) and Mr HO CHONG SEN, SAM (L00319) as SPGG's Honorary Auditors for the term 2018/2019.

## **8. TO APPOINT BOB LOW & CO. TO BE THE EXTERNAL AUDITOR FOR THE FINANCIAL YEAR ENDING 31 JULY 2019**

8.1. The AGM approved to appoint Bob Low & Co. as the External Auditor for the financial year ending 31 July 2019 as proposed by Mr NG MAN CHOONG (L00027) and seconded by Mr HO CHONG SEN, SAM (L00319).

## **9. ANY OTHER BUSINESS**

9.1. The Chairman opened the session to the Members and fellow EXCO for any feedback.

9.2. Mr FOO YOON KIN, WILLIAM (9900120) suggested that Members could help the Guild by extending an interest free loan and also help to explore the investments which to be handled by the EXCO. He added that he would be the first one to support this initiative and it would be needed to ensure sustainable returns.

The Chairman replied that he was pleased by his thought to support when the Guild needs help and that this was also the reason why SPGG has giving back programs.

## **10. CONCLUSION OF THE 39<sup>TH</sup> ANNUAL GENERAL MEETING**

With no other issues to discuss, the 39<sup>th</sup> Annual General Meeting concluded at 1625 hours on 27 October 2018.



**Mr Lim Hock Seng, Jimmy**

**President**

30<sup>th</sup> Executive Committee



**Mr Tay Teck Chye, Raymond**

**Honorary General Secretary**

30<sup>th</sup> Executive Committee

# PRESIDENT'S MESSAGE

**PRESIDENT**  
**SINGAPORE POLYTECHNIC GRADUATES' GUILD**  
**MR LIM HOCK SENG, JIMMY**



Dear Fellow Members,

FY2018/2019 continued to be another year of accomplishments and challenges for SPGG. On behalf of my EXCO colleagues and the Management team, let me once again express my heartfelt gratitude for the unwavering support you have shown us during the last AGM, for us to do the right thing for the Guild and our Members. I trust that you should have received your Loyalty Vouchers and utilised them within the Guild.

The Guild continues to face challenges with jackpot revenue on a downward trend especially after further tightening of the regulations in May 2018. Membership saw little growth and intensified competition within the market continues to affect F&B sales.

SPGG is the first polytechnic alumni society in Singapore that has successfully raised funds to build and run our very own full-facilities clubhouse. This is an accomplishment we all are proud of. Over the years, we have since evolved to welcome numerous successful entrepreneurs among our Members and offer tremendous networking and guidance opportunities for budding young talents. With SP celebrating her 65 years, SPGG plays a prominent role to serve its purpose in a meaningful way and remain relevant to our alma mater, alumni and student communities.

Since SP is welcoming back her graduates for the event, it is only apt for the event to be held in the Guild built by her very own graduates. It is with great pride that I share with you, that SPGG has been selected to be the host venue for SP@65 Gala Dinner. I will share more on this during the AGM.

Your EXCO and the Management will persevere to implement the four-pillar strategic initiatives to improve and transform SPGG.

# GIVING BACK TO THE COMMUNITY

The SPGG Endowment Fund has had a successful run since its official launch in 2013. Together with the Government 1.5 times matching, the SPGG Endowment Fund stands at \$5.45 million. As of June 2018, the SPGG Endowment Fund has achieved its stated objectives. All future donations will be channelled to the newly created SPGG Education Fund. Similar to the Endowment Fund, the SPGG Education Fund continues to receive support from our donors, having raised about \$60,000 in a span of just one year.

I am proud to share that in 2019, we disbursed a total of 67 bursaries to deserving SP students, with 55 bursaries awarded under the SPGG Endowment Fund and another 12 bursaries under the newly introduced SPGG Education Fund. More bursaries will continue to be given out to deserving SP students in many years to come. I will be covering more later on, in my Chairman report for the Endowment Fund/Education Fund (SPGG EF) on page 30.



# RAISING THE PROFILE OF THE GUILD - LEADERSHIP DIALOGUE SERIES

Our Leadership Dialogue Series continues to be SPGG's flagship event, through which invited National Leaders, Industry Captains and Business Champions share their wisdom, values and personal experience over a broad spectrum of topics with SPGG Members in a closed-door setting. Some of the speakers we hosted recently included Executive Chairman of Banyan Tree, Ho Kwon Ping and Emeritus Senior Minister Goh Chok Tong. More on page 41.



# IMPROVING OUR SERVICE QUALITY AND VIBRANCY

As part of our ongoing efforts to improve your membership experience, we are pleased to inform you that the Guild has recently implemented two initiatives in the second half of the year:

SPGG is switching from the paper-based statement to an electronic Statement of Account (e-SOA). With this implementation, your monthly statement will be sent to you via email to your latest updated email address. You can enjoy the convenience of accessing your statement anytime, anywhere, instead of waiting for the paper-based statement.

The Guild is also upgrading the Electronic Parking System (EPS). Once your In-Vehicle Unit (IU) is registered in the system, you can exit from SPGG car park gantry and no longer need to proceed to our Reception Counter to redeem the 2-hour complimentary parking coupon.

SPGG is also in the process of exploring various options, in collaboration with SP, in order to push towards adopting more Smart and Green Technologies within the Guild. We seek your continued understanding and support while we adopt and adapt to the new implementations.

In the upcoming year, the Guild will also be looking into creating more content for YouTube as well as a revamp/update of the current website.

## CLOSING

I would like to thank my fellow EXCO colleagues, the Management team and our team of dedicated staff for having worked tirelessly behind the scenes for the continuous improvement of SPGG. Lastly, to you, our Members, I hope to continue this journey towards excellence together with you for many more years to come. See you at the AGM.



*Yours truly*

**Mr Lim Hock Seng, Jimmy**

**President**

30<sup>th</sup> Executive Committee



# 30<sup>TH</sup> EXECUTIVE COMMITTEE MEMBERS 2017/2019



**LIM HOCK SENG, JIMMY**  
 • President  
 • Chairman, SPGG Endowment / Education Fund  
 • Chairman, Food & Beverage



**TAY TECK CHYE, RAYMOND**  
 • Honorary General Secretary  
 • Chairman, Lifestyle, Wellness & Youth



**THAM CHOON KIN**  
 • Honorary Treasurer  
 • Chairman, Facilities Management



**DR KHONG POH WAH**  
 1<sup>st</sup> Vice President



**TAY CHOON MONG**  
 2<sup>nd</sup> Vice President



**CHEONG MUN TIEN, ADRIAN**  
 • Honorary Assistant General Secretary  
 • Chairman, Communications & Marketing



**CHUA WEE LIN, JASMOND**  
 Honorary Assistant Treasurer



**CHOU WEI LONG, WELLON**  
 Chairman, Membership Development & Services



**VICTOR LYE**  
 Chairman, Sports



**DR DAMIAN TAN**  
 Chairman, Entrepreneurship



**DATO' RAMASAMY RAMESH**  
 • Chairman, Outreach  
 • Chairman, Special Projects



**LAM BOON KEE, JEFFREY**  
 Chairman, Social Responsibility



**TOW SZE HUI**  
 Co-Opted Member  
 (December 2017 - Current)



**LLOYD SOH**  
 Co-Opted Member  
 (December 2018 - Current)



**PNG KONG HUI, JIMMY**  
 Co-Opted Member  
 (August 2019 - Current)



**LOH MENG SENG**  
 Co-Opted Member  
 (August 2019 - Current)



**KURIAKIN ZENG**  
 Co-Opted Member  
 (December 2017 - July 2019)

# EXECUTIVE REPORT

**HONORARY GENERAL SECRETARY**  
**MR TAY TECK CHYE, RAYMOND**

**HONORARY ASSISTANT GENERAL SECRETARY**  
**MR CHEONG MUN TIEN, ADRIAN**

The Honorary General Secretary is responsible for the administration of Executive Committee (EXCO) meetings, and Annual General Meetings (AGMs). EXCO meetings are held monthly, with robust discussions on matters relating to the Guild's capital and operating expenses, strategic initiatives, membership, outreach, as well as maximising SPGG's infrastructure utilisation and human resource.

The Management Committee which consists of Mr Jimmy Lim, Mr Raymond Tay, Mr Tham Choon Kin and Mr Wellon Chou assist in the facilitation of the administration of the Guild, and help to streamline the decision-making processes of the EXCO. Your elected EXCO are all unpaid volunteers who volunteered their time and effort for the betterment of the Guild and the General Members, not forgetting their full-time job and personal commitments. For their sacrifices, the Guild wishes to express our gratitude for their selfless service to SPGG's community.

As part of our EXCO's renewal process, in December 2018, the Guild welcomed our Ordinary Member, Mr Soh Yan Jing, Lloyd as a co-opted 30<sup>th</sup> EXCO member for the term 2017/2019. SPGG would like to express our appreciation to Mr Kuriakin Zeng, who stepped down in July 2019 due to his heavier work responsibilities. In August 2019, SPGG also admitted Mr Jimmy Png and Mr Loh Meng Seng as co-opted 30<sup>th</sup> EXCO Members for the term 2017/2019.

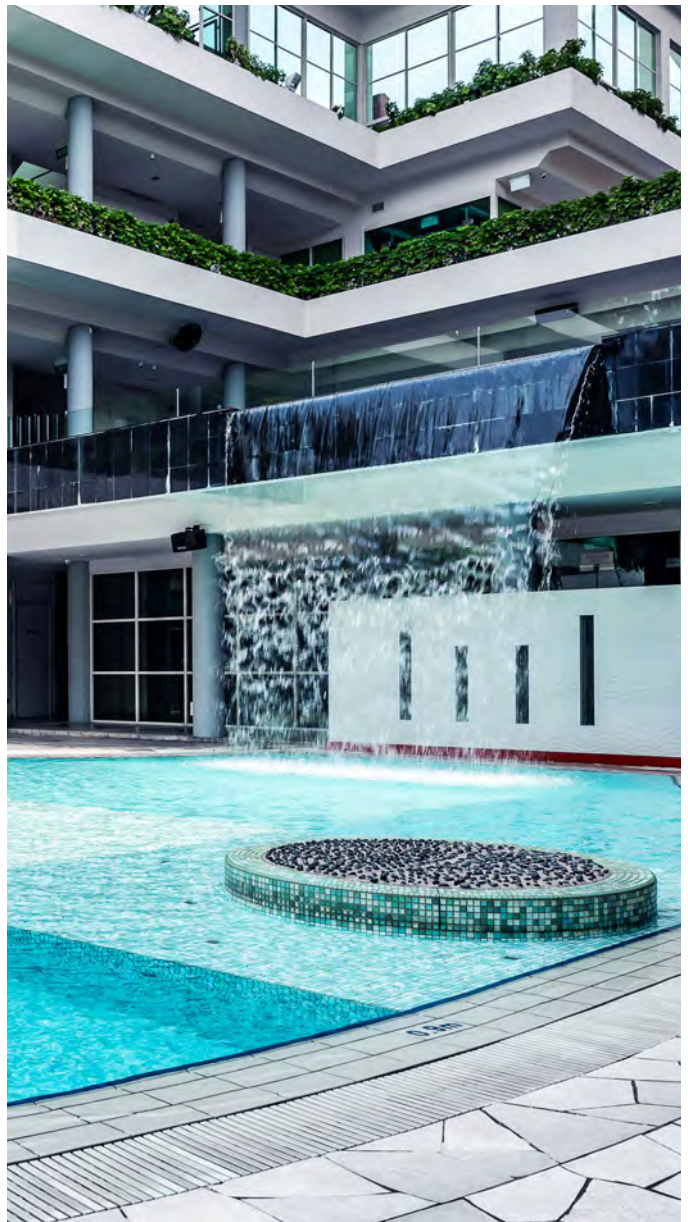
A total of 10 meetings were held in FY2018/2019 with a total of 21 meetings held for the 30<sup>th</sup> Executive Committee for FY2017/2019. There was no Extraordinary General Meetings.

During the period under review, staffing continues to be a key challenge with the competition for talent in the industry, the tightening of MOM foreign workers quota among others. Nevertheless, SPGG is committed to provide a conducive environment for staff to nurture their potential and upgrade, and to provide quality service to Members.

Towards this end, over 20 admin and support staff attended courses to improve their productivity and efficiency; Data Protection and Digitalization to keep abreast with regulations and technologies; Incident Response and First-Aid training so that our support staff will be better able to react to any incident in the Guild during operation hours. Most of these courses were conducted by Singapore National Employer Federation (SNEF) or reputable institution with WDA and SkillsFuture funding. However, this does not deter us from equipping our foreign staff with the necessary skills to do their job better and develop their potential.

## ATTENDANCE FOR 30<sup>TH</sup> EXECUTIVE COMMITTEE MEETINGS

Committee Member(s)	Present	Total
Mr Lim Hock Seng, Jimmy	20	21
Dr Khong Poh Wah	13	21
Mr Tay Choon Mong	12	21
Mr Tay Teck Chye, Raymond	11	21
Mr Cheong Mun Tien Adrian	7	21
Mr Tham Choon Kin	19	21
Mr Chua Wee Lin, Jasmond	16	21
Mr Chou Wei Long, Wellon	5	21
Mr Victor Lye	16	21
Dr Tan Seng Hong, Damian	2	21
Dato' Ramasamy Ramesh	3	21
Mr Lam Boon Kee, Jeffrey	15	21
Mr Kuriakin Zeng	8	17
Ms Tow Sze Hui	9	19
Mr Soh Yan Jing, Lloyd	2	9
Mr Png Kong Hui, Jimmy	2	2
Mr Loh Meng Seng	1	2



# COMMUNICATIONS & MARKETING

## EXECUTIVE REPORT

CHAIRMAN: MR CHEONG MUN TIEN, ADRIAN

In celebration of Chinese New Year 2019 (CNY), the Guild engaged Members via traditional media, integrated with an online campaign. Aside from golden hong bao packets that were distributed to Jackpot players, Members, partners as well as restaurant patrons, brochures promoting the Reunion Dinner menu was also distributed to Members. These were accompanied by an online Campaign that included Facebook Advertising as well as Google Ads.

The success of the CNY campaign further encouraged SPGG to invest more into Digital solutions to support traditional marketing efforts within the Guild. Google Ads continue to be a healthy source of leads for our various departments' initiatives but competition from other advertisers and the Guild's limited budget does affect its success.

As explored in FY2018, The Guild is running Facebook ads, for the various business units within SPGG and they have been observed to do well in generating brand awareness. SPGG will continue to increase its social media presence by sharing content on platforms like Facebook & Instagram on a regular basis.

**SPGG** Sponsored · 9:00 AM

Calling All Individuals and Corporations! Join now to enjoy Club benefits at our SP Alumni Club + Reciprocal Benefits at 3 Local Clubs!

We offer a range of facilities to suit your individual, family and business needs (staff benefits).

#affordableclubmembership #SPGG #ClubmembershipSingapore

**SPGG** Sponsored · 9:00 AM

Celebrate Chinese New Year 2019 with family & relatives with a sumptuous 8-course Reunion Dinner 🍽️🥂

Tables are filling fast so 📞 67969988 or email dine@spgg.org.sg to reserve your tables today!

**CHINESE NEW YEAR REUNION DINNER**  
At SPGG on 4 Feb 2019  
\$638++ per table  
For reservations: call 6796 9988 or email dine@spgg.org.sg

**SPGG** Sponsored · 9:00 AM

The SP Graduates' Guild (SPGG) provides a professional yet welcoming environment to unwind, have fun, dine or hold conferences, meetings and celebrations.

Hold your reunion with us! Contact our marketing team at 6796 9988 or email to banquets@spgg.org.sg

Country club/Clubhouse  
**SPGG**  
7,050 people like this

SPGG also made regular updates on Google My Business Page so that our marketing contents would appear in both Google Search as well as Google Maps results. The posts captured attention of users and improved the Guild's overall ranking on Google. Patrons continued to leave positive and encouraging reviews and ratings on the portal.

SP Department of Student Development & Alumni Relations (DSA) continues to be supportive in helping the Guild to reach out to the SP Graduates through their quarterly Alumni@SP e-newsletter and social media, to create awareness of SPGG and encourage alumni to participate in our events.

We also continue to receive Year 3 students from SP School of Architecture & The Built Environment (ABE), for facility tours of the Guild. SPGG also participated in the SP Alumni Family Day on 8 June 2019. Our staff used the opportunity to reconnect with SP Alumni who attended the event. Externally, SPGG also raised brand awareness by engaging external partners on tie-ups during their events.



SPGG joined the Class of 2019 during the 16 sessions of Convocation from 2 to 9 May 2019, as they celebrated their achievements and look back on the memorable times they spent in SP. It was definitely a memorable occasion attended by their family and friends, welcoming them as the future alumni of SP.



# SPGG IN THE MEDIA

Media Corporation of Singapore Pte. Ltd (Mediacorp) used our Prince Edward Lounge (PEL) as a filming location on 5 Oct 2018 for their drama 'Jalan Jalan'. The episode featured PEL and the lead actor Joel Choo and was shown on Channel 8 on 24 Dec 2018 at 7.30pm. Mediacorp also came to SPGG to film a scene for their upcoming drama 'The Good Fight' featuring actor/actress Andie Chen, Paige Chua & Zong Zijie.



# RECIPROCAL PARTNERS

SPGG Membership allows Members to enjoy reciprocal benefits at other local clubs located in different part of Singapore. Such arrangement not only permit our Members to befriend members from our reciprocal partners but also organized activities with economies of scales and use of one another facilities, some of which SPGG is unable to provide like golfing, badminton courts etc. While the Guild is constantly looking for opportunities to further Members' experience, we urge Members to share their wider network, to bring this experience to greater level for the benefits of SPGG community.

More information about individual reciprocal arrangement or their facilities are available on our website.

## **IN THE SOUTH: KEPPEL CLUB 10 BUKIT CHERMIN ROAD**

SPGG signed a MoU with Keppel Club on 2 August 2018. The reciprocal arrangement grants SPGG Members access to Keppel Club's beautiful 18-hole golfing facility, on top of the other sporting and F&B outlets in its magnificent Bukit Chermin clubhouse.



## **IN THE WEST: RAFFLES MARINA 10 TUAS WEST DRIVE**

SPGG Members will be able to enjoy the facilities such as their swimming pool & jacuzzi, gymnasium, children's playroom, hotel guest rooms at Raffles Marina and 10% discount at their F&B outlets. In addition, Members will also get to enjoy a yachting experience with discounted privileges when they book for Charter of Cabin Cruisers – Lady Olivia.



## **IN THE EAST: SIA GROUP SPORTS CLUB 726 UPPER CHANGI ROAD EAST**

SPGG Members will continue to be able to enjoy facilities such as tennis, squash, table tennis, snooker/pool, netball, basketball, football and Olympic-size swimming pool at SIA Group Sports Club. Members will also enjoy dining privileges. Partnering with SIA Group Sports Club, Members indulged in an all you can eat durian feast at the Tangkak Durian Plantation in Malaysia on 13 July 2019. This was accompanied by shopping at AEON Shopping Mall and ended with a seafood dinner before heading back to Singapore.

# SPGG ENDOWMENT/ EDUCATION FUND (SPGG EF)

## EXECUTIVE REPORT

CHAIRMAN: MR LIM HOCK SENG, JIMMY

On 31 July 2019, the Guild hosted the 'Beneficiaries Meet Benefactors Appreciation Dinner'. Attended by SP Principal & CEO Mr Soh Wai Wah, SPGG EF Donors, together with the SPGG EF bursary recipients, the event serves as a platform for the beneficiaries to meet their benefactors. Students from the SP Chinese Music & Cultural Club opened the night with Live Instrumental songs, ranging from English and Chinese oldies to pop songs.

Student recipients also spoke, sharing their gratitude and appreciation to the donors for the 'Gift of Education'. They shared how receiving the bursaries would help them to worry less about their financial burdens, allowing them to concentrate on doing well in their studies instead.





The SPGG Endowment Fund was launched in late 2012 to offer a Gift of Education to students from humbler backgrounds who may not be academically accomplished but equally deserving of financial help. Similarly, the SPGG Education Fund continues to receive support from our donors, having raised about \$54,000 in a span of just one year.



In FY2019, SP disbursed 55 bursaries under the SPGG Endowment Fund and another 12 under the newly introduced SPGG Education Fund. More bursaries will be given out over the next few years. We encourage you to come forward or introduce new Donors to be part of this worthy cause, in support of our alma mater and less privileged SP students.

Without the generosity of our donors and tireless efforts of the fundraising committee, all of that would not have been possible. The contributions to the SPGG EF are administered by SP, with much assistance from SP DSA. As a result, these SP students can focus on their education instead of worrying about their financial woes and juggling between job(s) and studies.



# FACILITIES MANAGEMENT

EXECUTIVE REPORT

CHAIRMAN: MR THAM CHOON KIN

The primary focus for the Guild's Facilities Management team for 2018/2019 was progressive improvement work. Given an aging 19 years old clubhouse, wear and tear is inevitable given that this clubhouse operates an average of 15 hours daily and almost 365 day annually. All major or massive repair works were carefully evaluated by EXCO and the Management before deciding whether to proceed or carry forward to the next financial year.

To better manage our capital expenditure and facilities management, we conducted a review on our routine and periodic workflow to improve the cleanliness of our facilities, identifying targeted areas that need a higher level of attention. Through these efforts, we strived to maintain our aging clubhouse at an optimum service level when you utilize its facilities. During the period under review, we have progressively replaced the Steam Generator and Aircon at Female Wellness, Heat Pump System at Male Spa, Sump Pumps, toilet doors and urinal covers within the premises.



With the introduction of Carbon Tax in January 2019 and volatile oil prices, SPGG can expect an increase in electrical charges and tariff. We will need to stay prudent and explore new ways to manage this impending increase. This prompted our collaboration with our alma mater on the installation of Solar Panels on our roof top.

# FOOD & BEVERAGE (F&B)

EXECUTIVE REPORT

CHAIRMAN: MR LIM HOCK SENG, JIMMY

## THE RESTAURANT

The Restaurant has committed itself to preserving Asian cuisine, offering incomparable food quality and excellent customer service in a pleasant environment.

In promoting the Chinese New Year Lunch and Dinner Sets as well as Reunion Dinner sets, the Guild worked on a CNY campaign that reached Members via their Statement of Account as an insertion. This was accompanied by a digital campaign on Google Ads as well as Facebook. The 'How to Lo Hei Yu Sheng' campaign was well received and Members actively shared it with their friends and family.



The Restaurant also had a Weekend Special - Taiwan Porridge promotion from 16 March to 28 April 2019. Similar to the Teochew version, the dish featured steamed porridge with chunky sweet potato with a wide selection of side dishes that were cooked on order. In July 2019, The Restaurant updated their Weekday Gourmet Set to appeal to Executives who come to SPGG for lunch during the weekdays. This included daily specials for Chinese or Western sets.

# POOLSIDE CAFÉ

Featuring al-fresco dining amidst the soothing waterfall, the Poolside Café continued to serve a mix of both western and local favourites including promotions such as Curry Chicken and Green Curry Chicken. In celebration of the 'Born in Singapore' campaign, SPGG began selling Tiger Beer bottles carrying artwork that featured 20 different districts in Singapore. Those who bought a bucket of 5 would also receive a limited edition Mini Mug.



# THE COFFEE HUB

The Guild introduced new flavours such as Ondeh Ondeh Cake, Rose Pistachio & Pecan Cheesecake, served with a complimentary scoop of Ice-Cream. The Coffee Hub also updated its menu to include local staples such as Mee Siam and Mee Rebus for weekends and Steamed Paus for daily breakfast. There were also Healthier options including some snacks in the Coffee Hub and Roselle Tea (less than 55 cal per every 200ml).



# BANQUET

Due to intensified competition with other clubs, hotels, restaurants and other banquet service providers within an extremely competitive market, banquet saw a drop in revenue. In order to meet the challenges, the Guild recently updated the Poolside Events Room, re-tiling the floor with homogeneous anti-skid tiles. Be it an extravagant family gathering, wedding, baby shower, or an evening of camaraderie, SPGG is the ideal place. For small training sessions or a conference, the idyllic atmosphere of SPGG provides a welcome oasis far away from the hustle and bustle of the city, and allow your attendees to relax themselves while they learn and brainstorm.

# LIFESTYLE, WELLNESS & YOUTH

EXECUTIVE REPORT

CHAIRMAN: MR TAY TECK CHYE, RAYMOND

## OH' FARMS – 4 AUGUST 2018

Participants went on a visit to Oh' Farms. They learned more about how hydroponic plants, such as locally sold veggies such as Bayam (Spinach), Kangkong (Water spinach), Chye Sim and Butterhead Lettuce, are grown. This was followed by a short visit to the Butterfly Lodge. Members had a deeper insight and a hands-on experience on the Flora and Fauna. It was a fun bonding opportunity for family and friends.



# MAHJONG TOURNAMENT – 13 OCTOBER 2018, 9 FEBRUARY 2019

16 players of various skill levels gathered to play several rounds of their favourite game, where they outplayed each other to win the top prize. SPGG held our Chinese New Year mahjong competition where 28 participants came together to win the Grand Prize of \$388. It was a wonderful opportunity for Members and also fellow Mahjong Kaki's to bond during a friendly tournament.



# CNY SHOPPING TOUR – 26 JANUARY 2019

Batam is more than just their sun, sand, and beaches. With so much to explore, Members had a relaxing time shopping, eating and getting pampered with a massage before they came back to the mainland.

# LO HEI LUNCHEON 2019 - 11 FEBRUARY 2019

SPGG held our annual Lo Hei Luncheon. Co-hosted by our President, Mr Jimmy Lim and SP Principal & CEO Mr Soh Wai Wah, the event gathered about 130 guests, comprising of SPGG Members, SP staff, SPGG EF donors and our cherished partners. They celebrated the auspicious day in tradition as our president wished the guests a Happy Lunar Birthday and also Prosperity for the year of the Earth Pig. Programme included blessings from SP Dragon & Lion Dance Club, Yu Sheng Prosperity Toss, Cai Qinq Performance, Face Change and also a surprise visit by the Fortune God.



## FENG SHUI TALK – 15 JANUARY, 12 MARCH 2019

A Feng Shui master started the New Year with workshops on improving feng shui at home. Members gained insights on their whole living space and how to create a better living environment, to usher in the Lunar New Year with Abundance of Prosperity, Wealth and Good Health.

## LEATHER WORKSHOP – 29 FEBRUARY 2019

Members attended a leather therapy session where the ladies got to do a hands-on session on a sling bag while men worked on a customised wallet. They came away with a great insight on handmade leather products and their very own personalised item.



## MAHJONG FRIENDLY WITH NUSS – 28 APRIL 2019

Our Members engaged in some recreational fun and enjoyed a fun Sunday together with players from NUSS. Such events contribute towards fostering relationships with other alumni clubs in Singapore.



## STABLE TOUR – 22 JUNE 2019

Our Members went for an educational tour at the Singapore Turf Club Riding Centre. The tour included a visit at the Horse stables, Farrier bay, Veterinary suite, Feeding room. Members also fed and pet the ponies, followed by a horse ride in the arena.



# MEMBERSHIP DEVELOPMENT & SERVICES

EXECUTIVE REPORT

CHAIRMAN: MR CHOU WEI LONG, WELLON

In order to increase brand awareness of SPGG to new SP students, and build a stronger connection with current students, the Guild took part in the SP Freshmen Orientation CCA (co-curricular) Carnival—a three-day event from 8 April - 10 April 2019 organised by SP DSA.

During the 16 sessions of Convocation from 2 to 9 May 2019, the Guild reached out to graduates and their family and friends. SPGG also regularly reaches out to the rest of the SP Community via alumni events organised by the various Schools.

## MEMBERSHIP PROMOTION

SP Students and Graduates who signed up as Members from April 2019 - June 2019 stood a chance to win Chill Cove packages sponsored by Treasure Bay Bintan. Winners could kayak leisurely at the Crystal Lagoon, take a ride down the Slip & Slide or even explore a forest on an ATV adventure. SPGG introduced a Bundled Membership Term (One-Year) Membership promo when new Members signed up as an Ordinary, Associate or Corporate Member. This initiative was to encourage Members to enjoy the Guild's facilities with their family members.





# MEET-THE-MEMBERS SESSION - 19 JANUARY 2019

On 19 January 2019, hosted a Meet-the-Member session at The Coffee Hub. Members met up with our EXCO as our President, Mr Jimmy Lim shared some of the latest happenings in the Guild. It was a good bonding session over Kopi with members contributing valuable inputs towards the betterment of SPGG.



## LOYALTY VOUCHER

Due to the impact that the monthly subscription fee adjustment might have to some Members, the Guild sent out Loyalty Vouchers to affected Members (Ordinary, Associate and Corporate). Affected Members received loyalty vouchers of \$45 per quarter for Single Membership and an additional of \$30 per quarter for Membership with Guests (Family Privilege) to offset the increase over an 18 months period.

The vouchers were issued in alignment with their respective Minimum Spending Levy (MSL) period in batches, with the first batch of Members having received their loyalty vouchers commencing March 2019. The Loyalty vouchers were sent out to Members on a quarterly basis, totalling to 6 quarters (18 months).

## ENHANCING NEW MEMBER'S EXPERIENCE

From March 2019, Members began receiving the new Birthday Voucher that was updated with a fresh new look. Members were able to utilise the voucher at SPGG's F&B outlets when celebrating their special day with their friends and family. As part of our on-going efforts to improve your Membership experience, SPGG Members were also issued with a new Contactless Membership Card. The cards would better identify Members, especially when visiting our reciprocal clubs.

The Guild also switched from a paper-based statement to an electronic Statement of Account (e-SOA). With this implementation, Members could access their monthly statements at their convenience, anytime, anywhere, instead of waiting for the paper-based statement. In order to provide Members with a fast and hassle-free experience at our car-park gantry, SPGG also implemented the Electronic Parking System (EPS). Upon registering their In-Vehicle Unit (IU) with the Guild, Members no longer need to redeem the 2-hour complimentary parking coupons from our Reception Counter.

# NEW MEMBERS' NIGHT: THE GREAT GATSBY - 12 APRIL 2019

On 12 April 2019, SPGG hosted a soirée to welcome our new Members to the Guild. Accompanied by their guests, Members came dressed to the theme of 'The Great Gatsby'.



It was a night filled with music, dance and entertainment and was very well received by the Members, who shared their appreciation to the Management and staff for organising the event.



# OUTREACH & SPECIAL DEVELOPMENT PROJECTS

EXECUTIVE REPORT

CHAIRMAN: DATO' RAMASAMY RAMESH

The Guild hosts events that will promote and enhance the public perception of SPGG as an organisation of high-profile events. These also serve to promote and enhance connectivity between SPGG and the SP Community, SP Students as well as students from other Institutions.

## IN CONVERSATION WITH WILLIAM WAN - 22 SEPTEMBER 2018

On 22 September 2018, The General Secretary of the Singapore Kindness Movement (SKM) Dr William Wan, was in SPGG and he talked about kindness in leadership during the dialogue. Dr William Wan touched on SKM's core values of Synergy, Kinship and Mindset and how we could apply them within the workplace. The event ended with the wonderful insights such as working towards displaying more compassion and empathy to one another, in order to create a more gracious society.



# IN CONVERSATION WITH MR HO KWON PING - 10 NOVEMBER 2018

Another Leadership Dialogue session happened on 10 November 2018. The event was well supported by SPGG Members, SP Alumni as well as members of the public. Executive Chairman of Banyan Tree Holdings, Mr Ho Kwon Ping, shared more about his life experiences, his two cents on Singapore's current landscape and his hopes for his grandchildren who will become the future generation. Mr Ho also set some time aside to speak briefly with every single person who waited in line for him to sign their books.



## SMART CLUBHOUSE PROJECT

Since the signing of MoU in October 2016, we are in the third year of collaboration with SP on applying smart-and-green Internet-of-Things (IoT) technologies for use in the facilities management of the Guild. As we are coming to the final phases, it is only appropriate to express our appreciation to our EXCO Member, Dr Khong Poh Wah and SP staff from the School of Electrical and Electronic Engineering (EEE), School of ABE, Department of Industry Services, Department of Technology, Innovation and Enterprise (TIE), and TIE's Advanced Materials Technology Centre for their contributions.

To-date, you will be able to see solar panels mounted on our roof tops, digital devices installed to monitor water and electrical behavior pattern, consumption and usage. Moving forward, we will continue to explore new areas of collaboration with SP.

# IN CONVERSATION WITH ESM GOH CHOK TONG - 1 JUNE 2019

On 1 June 2019, SPGG hosted the return of Emeritus Senior Minister (ESM) Goh Chok Tong for a Leadership Dialogue. His last dialogue on 'What is Singapore's Future?' was held on 1 April 2011.

In this session, ESM Goh Chok Tong shared his perspective about the geo-politics landscape and the greater challenges that the next 4G leaders will face. More importantly, he stressed the importance of having a resilient population and continuing to maintain a strong economy. ESM Goh Chok Tong engaged questions raised by the participants, comprising of SPGG Members, SP Staff, Alumni and Students as well as Invited Guests. The session was well supported by Members, who enjoyed a warm and friendly exchange with ESM Goh Chok Tong.

In ESM Goh Chok Tong words, 'Had a stimulating conversation with members of Singapore Polytechnic Graduates' Guild (SPGG) on domestic and external issues. Out of a list of attributes they want for SG 100, the top 3 choices were a strong economy, a resilient people and a safe and stable country. To be expected, we discussed the US-China trade war and strategic rivalry. Tough time ahead for DPM Heng Swee Keat and his 4G colleagues'.

SPGG looks forward to inviting future leadership leaders for future events.



# SOCIAL RESPONSIBILITY

EXECUTIVE REPORT

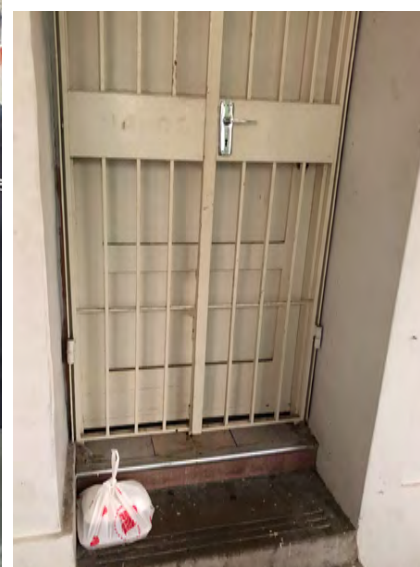
CHAIRMAN: MR LAM BOON KEE, JEFFREY

This Committee aims to develop an eco-system that supports social causes within SPGG, SP and the SP Alumni.

## WILLING HEARTS

On 15 July 2019, SPGG Staff volunteered for Willing Hearts, at the Chai Chee Community Hub. An early start to the day saw weary eyes, but hearts filled with joy, knowing that they were contributing towards a good cause.

A secular, non-affiliated charity, Willing Hearts operates a soup kitchen wholly run by volunteers, apart from a small staff. Meals are prepared, cooked and distributed daily to the needy in Singapore.



# SPORTS

EXECUTIVE REPORT  
CHAIRMAN: MR VICTOR LYE

SPGG strives to strengthen Member's ties in a friendly and healthy environment and encourage Members to participate in sporting activities as part of their regular routines. Sports is a unifying force that will bind fellowship and build it into a lasting friendship. SPGG also seeks to foster fellowship with other like-minded organisations, alumni, and clubs, including government agencies.

## RUNNING INTEREST GROUP

The Running Interest Group do casual meet-ups to run together weekly on Tuesdays and occasionally participates in external running events such as Hong Bao Run and Poly50.

On 7 April 2019, our SPGG Running Interest Group participated in the 2XU Compression Run Singapore. The run was meant to encourage SPGG Members who are running enthusiasts to be Healthy and Fit and encourage bonding among the Members.



# BOWLING

In addition to the Monthly Bowling Medals, and the friendly games with the bowling team from National University of Singapore's Business School Alumni, the Bowling Section held its Annual Bowling Championships from 3 June - 20 July 2019. Players competed in the Graded Division, Youth Division, Senior Division, Men's Open Division, and Women's Open Division and were treated to a Victory Dinner on 20 July 2019. The number of finalists for the Youth and Senior Divisions were increased this year due to feedback from last year.

Other events successfully organised by the Bowling Section were:-

- 26 August 2018: Bowling Friendly with Changi Beach Club
- 9 September 2018: Bowling Friendly with Changi Beach Club (Return game @ CBC)
- 13 October 2018: Year End Fun Bowl
- 19 October 2018: Bowling Friendly with Keppel Club
- 16 February 2019: Chinese New Year Fun Bowl
- 11 April 2019: Bowling Friendly with NUS Business School Alumni
- 2 June 2019: Bowling Friendly with Singapore Recreation Club
- 8 June 2019: Mid-Year Fun Bowl
- 3 June to 20 July 2019: Annual Bowling Championships





# TREASURER'S REPORT

**HONORARY TREASURER**  
**MR THAM CHOON KIN**

**HONORARY ASSISTANT TREASURER**  
**MR CHUA WEE LIN, JASMOND**

FY2019 was a challenging year for SPGG. We recorded an operating surplus of \$27,596 for the financial year (FY) ended 31 July 2019, but after deducting the depreciation and income tax, the total comprehensive income reflected a deficit of \$156,977 (see Table 1).

Overview of SPGG Financial Performance	Actual		Variance
(in \$'000)	FY2019	FY2018	%
Income	9,308	11,211	(17%)
Operating Expenses	(5,996)	(7,682)	(22%)
	3,312	3,529	
Administrative Expenses	(3,247)	(3,155)	3%
	65	373	
Finance Charges	(37)	(40)	
<b>Operating Surplus before Depreciation and Tax</b>	<b>28</b>	<b>333</b>	<b>(92%)</b>
Depreciation	(162)	(212)	
<b>Operating Surplus before Tax</b>	<b>(134)</b>	<b>121</b>	<b>(211%)</b>
Tax	(22)	(21)	
<b>Total Comprehensive Income for the Financial Year</b>	<b>(156)</b>	<b>100</b>	<b>(256%)</b>

Table 1: Overview of SPGG Financial Performance FY2018 and FY2019

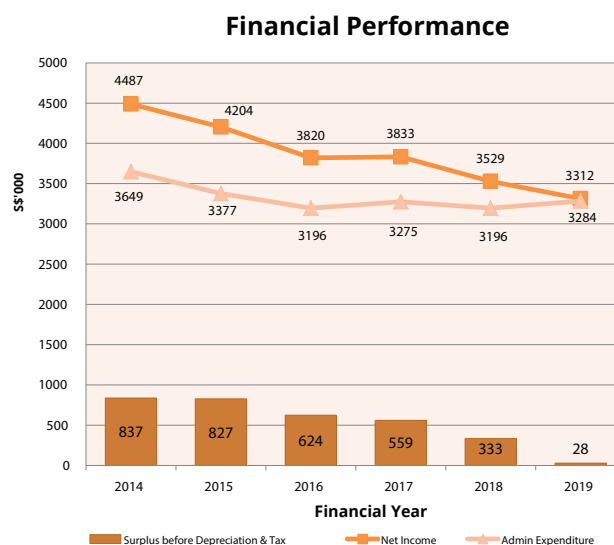


Chart 1: SPGG 5-year Financial Performance

## FINANCIAL OVERVIEW

The Guild's operating surplus (Chart 1) has declined from \$333,233 in FY2018 to \$27,596 in FY2019, \$305,637 (92%) lower than the previous year. The decrease was mainly due to lower income generated by the Jackpot and Food & Beverage (F&B) income, which were affected by the stricter licensing regulations and lower Banquet functions in the financial year.

SPGG maintained a healthy financial position with cash and bank balances (including fixed deposit) of \$1.96m and current ratio of 2.42 this year.

F&B income was affected by the poor market environment, especially in the Banquet segment. However, the sales were bolstered by the usage of the loyalty vouchers in the F&B outlets, which helped the income to drop marginally by 5% to \$1.14m compared to FY2018. F&B department has also reduced the food cost to 31% of sales, a small improvement compared to FY2018.

Jackpot income continued to be affected by the stricter police licensing regulations, where the number of jackpot machines in SPGG has reduced from 17 units to 16 units. The operating income generated has reduced to \$0.92m in FY2019, \$0.27m (23%) lower than FY2018, partly due to the reduction of jackpot machine and lower patronage in the jackpot lounge.

With the declining income from F&B and Jackpot, we are glad that the increase in monthly subscription fees has come in timely. The increase has improved the Guild's Membership income collections to \$1.10m in FY2019. We have recruited 278 new Members through the use of digital marketing and various channels such as the SP CCA Carnival and Convocation. The Membership department also participated and collaborated with external organizations to create more awareness for SPGG.

The administrative expenditure (including finance charges) increased marginally by 2.8% to \$3.28m in FY2019. The increase is mainly due to the issuance of loyalty vouchers and increase in the utilities tariffs with the imposition of carbon tax.

Loyalty vouchers were issued to affected Members to soften the impact of the increase in subscription fees. These vouchers, which were issued in March 2019, had increased the operating expenses by \$69,000 in FY2019. We foresee a greater impact of the loyalty voucher to be reflected in the next financial year.

Due to the fluctuation in the oil prices and the introducing of carbon tax, our utilities costs were affected. The utilities tariff increased from \$0.1400kWh to \$0.1750kWh, and the carbon tax of \$0.0021kWh, resulted to an increase of \$17,831 from FY2018 to FY2019.

## CONCLUSION

In the upcoming year, SPGG will continue to face with more challenges in sustaining the income and managing the operating expenses to upkeep the building and facilities.

The Management team will continue to partner with merchants, reciprocal clubs to enhance Members' experience in the Guild and implement cost-savings and productivity initiatives to reduce our operating expenses.

**SINGAPORE POLYTECHNIC GRADUATES' GUILD**

(Incorporated in Singapore)

UEN S71SS0002L

**Audited Financial Statements**

For the financial year ended 31 July 2019

**BOB LOW & CO.**

**PUBLIC ACCOUNTANTS**

**CHARTERED ACCOUNTANTS OF SINGAPORE**

420 North Bridge Road #06-05 North Bridge Centre Singapore 188727  
Telephone: 6338 3918 Facsimile: 6338 3911 Email: [bob1368@blcorpadvisor.com](mailto:bob1368@blcorpadvisor.com)

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Statement by Executive Committee

For the financial year ended 31 July 2019

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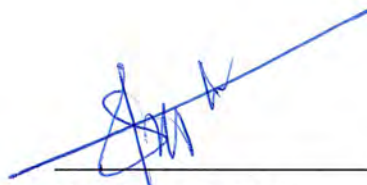
The Management of Singapore Polytechnic Graduates' Guild ("the Guild") is responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Singapore Financial Reporting Standards. This responsibility includes devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition; and transactions are properly authorized and that they are recorded as necessary to permit the preparation of true and fair Statement of Comprehensive Income accounts and Statement of Financial Position and to maintain accountability of assets; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

In the opinion of the Guild's Management, the accompanying financial statements of the Guild are properly drawn up in accordance with the provisions of the Singapore Financial Reporting Standards so as to give a true and fair view of the state of affairs of the Guild as at 31 July 2019 and of the results, changes in accumulated fund and cash flows of the Guild for the reporting year ended 31 July 2019.

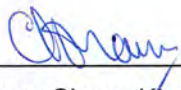
On behalf of the Executive Committee,



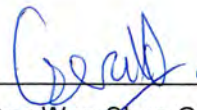
Lim Hock Seng Jimmy  
President  
Membership no.:- L00216



Ho Chong Sen Sam  
Honorary Auditor  
Membership no.:- L00319



Tham Choon Kin  
Honorary Treasurer  
Membership no.:- L00120



Ong Wen Shun Gerald  
Honorary Auditor  
Membership no.:- 0700054

Dated: 30 SEP 2019

**BOB LOW & CO.**  
**PUBLIC ACCOUNTANTS**  
**CHARTERED ACCOUNTANTS OF SINGAPORE**  
UEN. S83PF0021G

**INDEPENDENT AUDITOR'S REPORT**

**TO THE EXECUTIVE COMMITTEE OF SINGAPORE POLYTECHNIC GRADUATES' GUILD**

**Report on the Audit of the Financial Statements**

**Opinion**

We have audited the accompanying financial statements of Singapore Polytechnic Graduates' Guild (the Guild) which comprise the statement of financial position as at 31 July 2019, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Societies Act (the Act) and Financial Reporting Standards in Singapore (FRSs) so as to give a true and fair view of the financial position of the Guild as at 31 July 2019 and of the financial performance, changes in equity and cash flows of the Guild for the year ended on that date.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the provisions of the Act and FRSs, and for devising and maintaining a system of internal accounting controls sufficient to provide a reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition; and transactions are properly authorised and that they are recorded as necessary to permit the preparation of true and fair financial statements and to maintain accountability of assets.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Singapore Standards on Auditing (SSAs) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**BOB LOW & CO.**  
**PUBLIC ACCOUNTANTS**  
**CHARTERED ACCOUNTANTS OF SINGAPORE**  
UEN. S83PF0021G

**INDEPENDENT AUDITOR'S REPORT**

**TO THE EXECUTIVE COMMITTEE OF SINGAPORE POLYTECHNIC GRADUATES' GUILD**

**Auditor's Responsibilities for the Audit of the Financial Statements (Continued)**

As part of an audit in accordance with SSAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Guild's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Executive Committee members.
- Conclude on the appropriateness of Executive Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Guild's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Guild to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the President regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**BOB LOW & CO.**  
**PUBLIC ACCOUNTANTS**  
**CHARTERED ACCOUNTANTS OF SINGAPORE**  
UEN. S83PF0021G

**INDEPENDENT AUDITOR'S REPORT**

**TO THE EXECUTIVE COMMITTEE OF SINGAPORE POLYTECHNIC GRADUATES' GUILD**

**Auditor's Responsibilities for the Audit of the Financial Statements (Continued)**

We also provide the President with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the President, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit.

**Report on Other Legal and Regulatory Requirements**

In our opinion, the accounting and other records required by the Act to be kept by the Guild have been properly kept in accordance with the provisions of the Act.

The engagement partner on the audit resulting in this independent auditor's report is Low Siew Sie Bob.



**BOB LOW & CO.**

Public Accountants and  
Chartered Accountants  
Singapore

Date: **30 SEP 2019**

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Statement of Comprehensive Income

For the financial year ended 31 July 2019

	Note	2019 S\$	2018 S\$
<b>REVENUE</b>			
F&B spending levy		67,904	76,752
Jackpot collections, gross		6,563,808	8,487,467
Membership fees		1,102,120	951,114
Events and sports income		12,943	18,278
Food and beverage income, gross		1,137,702	1,201,774
Rental of facilities		33,172	28,583
Rental of incubation offices and premises		335,501	372,040
Video games collections		472	1,082
Gain on disposal of property, plant and equipment		-	292
Late payment interest income		2,738	3,372
Interest income		11,980	8,506
Others		39,780	61,654
<b>TOTAL INCOME</b>		<b>9,308,120</b>	<b>11,210,914</b>
<b>LESS:-</b>			
<b>OPERATING EXPENSES</b>			
Jackpot costs		(5,642,867)	(7,297,062)
Food and beverage costs		(353,316)	(385,048)
		<b>(5,996,183)</b>	<b>(7,682,110)</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Employee expenses	11	(2,187,660)	(2,168,599)
Advertising and promotion		(64,975)	(33,301)
Audit fees		(10,100)	(10,100)
Cleaning and maintenance		(33,706)	(36,530)
Event expenses		(19,933)	(32,395)
General expenses / Office sundries		(46,207)	(42,070)
Insurance		(19,937)	(18,995)
Kitchenware / Utensils		(3,147)	(4,143)
License / Commission fees		(2,874)	(2,808)
Loss on disposal of property, plant and equipment		(3,343)	-
Meeting and AGM expenses		(10,858)	(9,990)
Membership benefit		(42,869)	(48,578)
Membership drive advertising and promotion		(88,533)	(28,391)
Merchandise cost		(37)	(268)

The accompanying notes form an integral part of these financial statements



## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Statement of Comprehensive Income

For the financial year ended 31 July 2019

	Note	2019 S\$	2018 S\$
<b>ADMINISTRATIVE EXPENSES (Continued)</b>			
Newspaper and magazine		(1,565)	(1,662)
Postage, courier and telephone expenses		(22,090)	(17,357)
Printing and stationery		(17,018)	(47,327)
Professional charges		(14,243)	(14,457)
Property tax		(160,473)	(153,600)
Publications		-	(3,050)
Refreshment and food		(4,112)	(16,747)
Rental of office equipment		(15,530)	(7,560)
Repair and maintenance - Building and Equipment		(149,972)	(137,853)
Repair and maintenance - Software		(24,907)	(22,222)
Security service		(35,640)	(35,448)
Sports expenses		(32,419)	(42,950)
Transport expenses		(1,503)	(3,563)
Water and electricity		(233,249)	(215,418)
		<b>(3,246,900)</b>	<b>(3,155,382)</b>
<b>FINANCE COST</b>			
Bank charges		(37,441)	(40,189)
<b>Net operating surplus before depreciation</b>		<b>27,596</b>	<b>333,233</b>
Depreciation of property, plant and equipment	4	(162,379)	(212,315)
<b>Net operating (deficit) / surplus before income tax</b>		<b>(134,783)</b>	<b>120,918</b>
Income tax expense	12	(22,194)	(21,261)
<b>Total comprehensive (loss) / income for the financial year</b>		<b>(156,977)</b>	<b>99,657</b>

The accompanying notes form an integral part of these financial statements

# SINGAPORE POLYTECHNIC GRADUATES' GUILD

## Statement of Financial Position

As at 31 July 2019

	Note	2019 S\$	2018 S\$
<b>ASSETS</b>			
<b>Non-current assets</b>			
Property, plant and equipment	4	519,069	715,286
<b>Current assets</b>			
Inventories	5	22,559	20,990
Other receivables	6	130,906	155,499
Amounts due from members	7	77,500	42,830
Cash and cash equivalents	8	2,305,207	2,281,171
		<u>2,536,172</u>	<u>2,500,490</u>
<b>TOTAL ASSETS</b>		<u>3,055,241</u>	<u>3,215,776</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Trade payables		178,340	214,386
Other payables	9	729,636	713,271
Subscription fees in advance	10	119,381	102,323
Provision for tax		22,171	23,106
<b>TOTAL LIABILITIES</b>		<u>1,049,528</u>	<u>1,053,086</u>
<b>NET ASSETS</b>		<u>2,005,713</u>	<u>2,162,690</u>
<b>ACCUMULATED FUND</b>		<u>2,005,713</u>	<u>2,162,690</u>

The accompanying notes form an integral part of these financial statements

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Statement of Changes in Accumulated Fund

For the financial year ended 31 July 2019

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	<b>2019</b> <b>S\$</b>	<b>2018</b> <b>S\$</b>
	<hr/>	<hr/>
Balances as at the beginning of reporting period	2,162,690	2,063,033
Total comprehensive (loss) / income for the financial year	(156,977)	99,657
	<hr/>	<hr/>
<b>Balances at the end of financial reporting period</b>	<b><u>2,005,713</u></b>	<b><u>2,162,690</u></b>

The accompanying notes form an integral part of these financial statements

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Statement of Cash Flows

For the financial year ended 31 July 2019

	<b>2019</b>	<b>2018</b>
	<b>S\$</b>	<b>S\$</b>
<b>Cash flows from operating activities</b>		
Net operating (deficit) / surplus before income tax	(134,783)	120,918
Adjustments for:		
Loss on disposal of property, plant and equipment	3,343	408
Government subsidies	83,845	8,996
Gain on disposal of property, plant and equipment	-	(700)
Depreciation of property, plant and equipment	162,379	212,315
Interest income	(11,980)	(8,506)
<b>Operating surplus before working capital changes</b>	<b>102,804</b>	<b>333,431</b>
Changes in working capital		
Inventories	(1,569)	4,182
Other receivables	24,593	60,689
Amounts due from members	(34,670)	(11,204)
Trade and other payables	(19,681)	(96,129)
Subscription fee received in advance	17,058	(1,394)
Cash generated from operations	88,535	289,575
Interest received	11,980	8,506
Income tax paid	(23,128)	(25,182)
<b>Net cash generated from operating activities</b>	<b>77,387</b>	<b>272,899</b>
<b>Cash flows from investing activities</b>		
Proceeds from disposal of property, plant and equipment	-	700
Purchase of property, plant and equipment	(53,351)	(213,245)
<b>Net cash used in investing activities</b>	<b>(53,351)</b>	<b>(212,545)</b>
<b>Cash flows from financing activity</b>		
Repayment of loan	-	(375,000)
<b>Net cash used in financing activity</b>	<b>-</b>	<b>(375,000)</b>
<b>Net increase / (decrease) in cash and cash equivalents</b>	<b>24,036</b>	<b>(314,646)</b>
<b>Cash and cash equivalents at beginning of the year</b>	<b>2,281,171</b>	<b>2,595,817</b>
<b>Cash and cash equivalents at end of the year</b>	<b>2,305,207</b>	<b>2,281,171</b>

The accompanying notes form an integral part of these financial statements

# SINGAPORE POLYTECHNIC GRADUATES' GUILD

## Notes to the Financial Statements

For the financial year ended 31 July 2019

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These notes form an integral part of and should be used in conjunction with the accompanying financial statements.

### 1. General

Singapore Polytechnic Graduates' Guild (the Guild) is registered under the Societies Act on 9 June 1971 in Singapore with its registered office at 1010 Dover Road, Singapore 139658.

The principal activities of the Guild are operation of a clubhouse and there have been no significant changes in the nature of these activities during the reporting year.

### 2. Summary of significant accounting policies

#### 2.1 Basis of preparation

The financial statements of the Guild have been drawn up in accordance with Financial Reporting Standards in Singapore (FRSs). The financial statements have been prepared on the historical cost basis except as disclosed in the accounting policies below.

The financial statements are presented in Singapore Dollars (\$), which is the Guild's functional currency.

#### 2.2 Adoption of new and amended standards and interpretations

The accounting policies adopted are consistent with those of the previous financial year except that in the current financial year, the Guild has adopted all the new and amended standards which are relevant to the Guild and are effective for annual financial periods beginning on or after 1 January 2018. The adoption of these standards did not have any material effect on the financial performance or position of the Guild.

##### FRS 109 *Financial Instruments*

FRS 109 supersedes FRS 39 *Financial Instruments: Recognition and Measurement* with new requirements for the classification and measurement of financial assets and liabilities, impairment of financial assets and hedge accounting.

##### *Classification and measurement*

Under FRS 109, financial assets are classified into financial assets measured at fair value or at amortised cost depending on the Guild's business model for managing the financial assets and the contractual cash flow characteristics of the financial assets. Fair value gains or losses will be recognised in profit or loss except for certain equity instruments, for which the Guild will have a choice to recognise the gains and losses in other comprehensive income. Debt instruments that meet the solely payments of principal and interest contractual cash flow characteristics test and where the Guild is holding the debt instrument to both collect the contractual cash flows and to sell the financial assets can also be measured at fair value through other comprehensive income.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

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## 2. Summary of significant accounting policies (Continued)

### 2.2 Adoption of new and amended standards and interpretations (Continued)

#### *Classification and measurement (Continued)*

FRS 109 carries forward the recognition, classification and measurement requirements for the financial liabilities from FRS 39, except for financial liabilities that are designated at fair value through profit or loss, where the amount of change in fair value attributable to change in credit risk of that liability is recognised in other comprehensive income unless that would create or enlarge an accounting mismatch. In addition, FRS 109 retains the requirements in FRS 39 for de-recognition of financial assets and financial liabilities.

The Guild has applied FRS 109 retrospectively, with an initial application date of 1 August 2018. The Guild expects that financial assets and liabilities currently measured at amortised cost will continue to qualify for measurement at amortised cost under FRS 109.

#### *Impairment*

FRS 109 introduces a new forward-looking impairment model based on expected credit losses to replace the incurred loss model in FRS 39. This determines the recognition of impairment provisions as well as interest revenue. For financial assets at amortised cost or debt instruments at fair value through other comprehensive income, the Guild will recognise (at a minimum) 12 months of expected losses in profit or loss. Lifetime expected losses will be recognised on these assets when there is a significant increase in credit risk after initial recognition under the three-stage model or from initial recognition if the simplified model is applied.

Under the new impairment model, the Guild estimate that the impairment loss allowances on trade receivables is not expected to be significant to the financial statements.

#### FRS 115 Revenue from Contracts with Customers

FRS 115 introduces a comprehensive model that applies to revenue from contracts with customers and supersedes all existing revenue recognition requirements under FRS 11 *Construction Contracts* and FRS 18 *Revenue*. The model features a five-step analysis to determine whether, how much and when revenue is recognised, and two approaches for recognising revenue: at a point in time or over time. The core principle is that an entity recognises revenue when control over promised goods or services is transferred to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. FRS 115 also introduces extensive qualitative and quantitative disclosure requirements which aim to enable users of the financial statements to understand the nature, amount, timing and uncertainty of revenue and cash flows arising from contracts with customers.

The Guild adopted FRS 115 using the modified retrospective method of adoption with the date of initial application of 1 August 2018 and expects that there is no material impact on the financial statements of the Guild in the period of their initial application.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements For the financial year ended 31 July 2019

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## 2. Summary of significant accounting policies (Continued)

### 2.3 Standards issued but not yet effective

The Guild has not adopted the following standards applicable to the Guild that have been issued but not yet effective:

Description	Effective for annual periods beginning on or after
FRS 116 <i>Leases</i>	1 January 2019
INT FRS 23 <i>Uncertainty over Income Tax Treatments</i>	1 January 2019
Amendments to FRS 109 <i>Prepayment Features with Negative Compensation</i>	1 January 2019
Amendments to FRS 28 <i>Long-term Interests in Associates and Joint Ventures</i>	1 January 2019
Annual Improvements to FRSs (March 2018)	1 January 2019
Amendments to FRS 110 and FRS 28 <i>Sale or Contribution of Assets between an Investor and its Associate or Joint Venture</i>	Date to be determined

### 2.4 Property, plant and equipment

All items of property, plant and equipment are initially recorded at cost. Subsequent to recognition, property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses. The cost of property, plant and equipment includes its purchase price and any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Dismantlement, removal or restoration costs are included as part of the cost of property, plant and equipment if the obligation for dismantlement, removal or restoration is incurred as a consequence of acquiring or using the property, plant and equipment.

Depreciation is calculated using the straight-line method to allocate depreciable amounts over their estimated useful lives. The estimated useful lives are as follows:

	Useful lives
Machines and equipment	3 to 10 years
Computers and software	3 to 5 years
Furniture and fitting	5 to 10 years
Renovation	5 years
Clubhouse	Remaining lease life of 7 years commencing June 2014

The residual value, useful lives and depreciation method are reviewed at the end of each reporting period, and adjusted prospectively, if appropriate.

An item of property, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss on de-recognition of the asset is included in profit or loss in the year the asset is derecognised.

## **SINGAPORE POLYTECHNIC GRADUATES' GUILD**

### **Notes to the Financial Statements**

For the financial year ended 31 July 2019

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## **2. Summary of significant accounting policies (Continued)**

### **2.5 Impairment of non-financial assets**

The Guild assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, (or, where applicable, when an annual impairment testing for an asset is required), the Guild makes an estimate of the asset's recoverable amount.

An asset's recoverable amount is the higher of an asset's or cash-generating unit's fair value less costs of disposal and its value in use and is determined for an individual asset, unless the asset does not generate cash inflows that are largely independent of those other assets or group of assets. Where the carrying amount of an asset or cash-generating unit exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount.

Impairment losses are recognised in profit or loss.

A previously recognised impairment loss is reversed only if there has been a change in the estimates used to determine the asset's recoverable amount since the last impairment loss was recognised. If that is the case, the carrying amount of the asset is increased to its recoverable amount. That increase cannot exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised previously. Such reversal is recognised in profit or loss.

### **2.6 Financial instruments**

These accounting policies are applied on and after the initial application date of FRS 109, 1 August 2018:

#### **(a) Financial assets**

##### **Initial recognition and measurement**

Financial assets are recognised when, and only when the entity becomes party to the contractual provisions of the instruments.

At initial recognition, the Guild measures a financial asset at its fair value plus, in the case of a financial asset not at FVPL, transaction costs that are directly attributable to the acquisition of the financial asset. Transaction costs of financial assets carried at FVPL are expensed in profit or loss.

Trade receivables are measured at the amount of consideration to which the Guild expects to be entitled in exchange for transferring promised goods or services to a customer, excluding amounts collected on their behalf of third party, if the trade receivables do not contain a significant financing component at initial recognition.



## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements For the financial year ended 31 July 2019

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## 2. Summary of significant accounting policies (Continued)

### 2.6 Financial instruments (Continued)

#### (a) Financial assets (Continued)

##### Subsequent measurement

###### *Investments in debt instruments*

Subsequent measurement of debt instruments depends on the Guild's business model for managing the asset and the contractual cash flow characteristics of the asset. The three measurement categories for classification of debt instruments are amortised cost, FVOCI and FVPL. The Guild only has debt instruments at amortised cost.

Financial assets that are held for the collection of contractual cash flows where those cash flows represent solely payments of principal and interest are measured at amortised cost. Financial assets are measured at amortised cost using the effective interest method, less impairment. Gains and losses are recognised in profit or loss when the assets are derecognised or impaired, and through the amortisation process.

##### Derecognition

A financial asset is derecognised where the contractual right to receive cash flows from the asset has expired. On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received and any cumulative gain or loss that had been recognised in other comprehensive income for debt instruments is recognised in profit or loss.

#### (b) Financial liabilities

##### Initial recognition and measurement

Financial liabilities are recognised when, and only when, the Guild becomes a party to the contractual provisions of the financial instrument. The Guild determines the classification of its financial liabilities at initial recognition.

All financial liabilities are recognised initially at fair value plus in the case of financial liabilities not at FVPL, directly attributable transaction costs.

##### Subsequent measurement

After initial recognition, financial liabilities that are not carried at FVPL are subsequently measured at amortised cost using the effective interest method. Gains and losses are recognised in profit or loss when the liabilities are derecognised, and through the amortisation process.

##### Derecognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. On derecognition, the difference between the carrying amounts and the consideration paid is recognised in profit or loss.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

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## 2. Summary of significant accounting policies (Continued)

### 2.6 Financial instruments (Continued)

These accounting policies are applied before the initial application date of FRS 109, 1 August 2018:

#### (a) Financial assets

##### Initial recognition and measurement

Financial assets are recognised when, and only when, the Guild becomes a party to the contractual provisions of the financial instrument. The Guild determines the classification of its financial assets at initial recognition.

When financial assets are recognised initially, they are measured at fair value, plus in the case of financial assets not at FVPL, directly attributable transaction costs.

##### Subsequent measurement

###### *Receivables*

Non-derivative financial assets with fixed or determinable payments that are not quoted in an active market are classified as receivables. Subsequent to initial recognition, receivables are measured at amortised cost using the effective interest method, less impairment. Gains and losses are recognised in profit or loss when the receivables are derecognised or impaired, and through the amortisation process.

Receivables comprise trade and other receivables, and cash and cash equivalents.

##### Derecognition

A financial asset is derecognised when the contractual right to receive cash flows from the asset has expired. On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received (and, where applicable, any cumulative gain or loss that has been recognised in other comprehensive income) is recognised in profit or loss.

#### (b) Financial liabilities

##### Initial recognition and measurement

Financial liabilities are recognised when, and only when, the Guild becomes a party to the contractual provisions of the financial instrument. The Guild determines the classification of its financial liabilities at initial recognition.

All financial liabilities are recognised initially at fair value plus in the case of financial liabilities not at FVPL, directly attributable transaction costs.

## **SINGAPORE POLYTECHNIC GRADUATES' GUILD**

### **Notes to the Financial Statements**

For the financial year ended 31 July 2019

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## **2. Summary of significant accounting policies (Continued)**

### **2.6 Financial instruments (Continued)**

#### **(b) Financial liabilities (Continued)**

##### **Subsequent measurement**

After initial recognition, financial liabilities that are not carried at FVPL are subsequently measured at amortised cost using the effective interest method. Gains and losses are recognised in profit or loss when the liabilities are derecognised, and through the amortisation process.

Such financial liabilities comprise trade and other payables.

##### **Derecognition**

A financial liability is derecognised when the obligation under the liability is discharged, cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as derecognition of the original liability and the recognition of a new liability, and the difference in the respective carrying amounts is recognised in profit or loss.

### **2.7 Impairment of financial assets**

These accounting policies are applied on and after the initial application date of FRS 109, 1 August 2018:

The Guild recognises an allowance for expected credit losses (ECLs) for all debt instruments not held at FVPL. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Guild expects to receive, discounted at an approximation of the original effective interest rate. The expected cash flows will include cash flows from the sale of collateral held or other credit enhancements that are integral to the contractual terms.

ECLs are recognised in two stages. For credit exposures for which there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses that result from default events that are possible within the next 12 months (a 12-month ECL). For those credit exposures for which there has been a significant increase in credit risk since initial recognition, a loss allowance is recognised for credit losses expected over the remaining life of the exposure, irrespective of timing of the default (a lifetime ECL).

For trade receivables, the Guild applies a simplified approach in calculating ECLs. Therefore, the Guild does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date. The Guild has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment which could affect debtors' ability to pay.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

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## 2. Summary of significant accounting policies (Continued)

### 2.7 Impairment of financial assets (Continued)

The Guild may also consider a financial asset to be in default when internal or external information indicates that the Guild is unlikely to receive the outstanding contractual amounts in full before taking into account any credit enhancements held by the Guild. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

These accounting policies are applied before the initial application date of FRS 109, 1 August 2018:

The Guild assesses at each reporting date whether there is any objective evidence that a financial asset is impaired.

#### **Financial assets carried at amortised cost**

For financial assets carried at amortised cost, the Guild first assesses whether objective evidence of impairment exists individually for financial assets that are individually significant, or collectively for financial assets that are not individually significant. If the Guild determines that no objective evidence of impairment exists for an individually assessed financial asset, whether significant or not, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is, or continues to be recognised are not included in a collective assessment of impairment.

If there is objective evidence that an impairment loss on financial assets carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. If a loan has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account. The impairment loss is recognised in profit or loss.

When the asset becomes uncollectible, the carrying amount of impaired financial asset is reduced directly or if an amount was charged to the allowance account, the amounts charged to the allowance account are written off against the carrying amount of the financial asset.

To determine whether there is objective evidence that an impairment loss on financial assets has been incurred, the Guild considers factors such as the probability of insolvency or significant financial difficulties of the debtor and default or significant delay in payments.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed to the extent that the carrying amount of the asset does not exceed its amortised cost at the reversal date. The amount of reversal is recognised in profit or loss.

## **SINGAPORE POLYTECHNIC GRADUATES' GUILD**

### **Notes to the Financial Statements**

For the financial year ended 31 July 2019

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## **2. Summary of significant accounting policies (Continued)**

### **2.8 Cash and cash equivalents**

Cash and cash equivalents comprise cash at banks and on hand which are subject to an insignificant risk of changes in value.

### **2.9 Inventories**

Inventories are stated at the lower of cost and net realisable value. Cost is calculated using the FIFO method and comprises all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition. Net realisable value is the estimated selling price in the ordinary course of business, less estimated costs necessary to make the sale.

When necessary, allowance is provided for damaged, obsolete and slow moving items to adjust the carrying value of inventories to the lower of cost and net realisable value.

### **2.10 Provisions**

Provisions are recognised when the Guild has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and the amount of obligation can be estimated reliably.

Provisions are reviewed at the end of each reporting period and adjusted to reflect the current best estimate. If it is no longer probable that an outflow of economic resources will be required to settle the obligation, the provision is reversed. If the effect of the time value of money is material, provisions are discounted using a current pre-tax rate that reflects, where appropriate, the risks specific to the liability. When discounting is used, the increase in provision due to passage of time is recognised as a finance cost.

### **2.11 Government grants**

Government grants are recognised when there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. Where the grant relates to an asset, the fair value is recognised as deferred capital grant on the statement of financial position and is amortised to profit or loss over the expected useful life of the relevant asset by equal annual instalments.

Where loans or similar assistance are provided by governments or related institutions with an interest rate below the current applicable market rate, the effect of this favourable interest is regarded as additional government grant.

## **SINGAPORE POLYTECHNIC GRADUATES' GUILD**

### **Notes to the Financial Statements**

For the financial year ended 31 July 2019

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## **2. Summary of significant accounting policies (Continued)**

### **2.12 Employee benefits**

#### **(a) Defined contribution plans**

The Guild makes contributions to the Central Provident Fund scheme in Singapore, a defined contribution pension scheme. Contributions to defined contribution pension schemes are recognised as an expense in the period in which the related service is performed.

#### **(b) Short-term employee benefits**

Short-term employee benefit obligations are measured on an undiscounted basis and are expensed as the related service is provided. A liability is recognised for the amount expected to be paid if the Guild has a present legal or constructive obligation to pay this amount as a result of past service provided by the employee, and the obligation can be estimated reliably.

### **2.13 Leases**

#### **As lessee**

Finance leases which transfer to the Guild substantially all the risks and rewards incidental to ownership of the leased item, are capitalised at the inception of the lease at the fair value of the leased asset or, if lower, at the present value of the minimum lease payments. Any initial indirect costs are also added to the amount capitalised. Lease payments are apportioned between the finance charges and reduction of the lease liability so as to achieve a constant rate of interest on the remaining balance of the liability. Finance charges are charged to profit or loss. Contingent rents, if any, are charged as expenses in the periods in which they are incurred.

Capitalised leased assets are depreciated over the shorter of the estimated useful life of the asset and the lease term, if there is no reasonable certainty that the Guild will obtain ownership by the end of the lease term.

Operating lease payments are recognised as an expense in profit or loss on a straight-line basis over the lease term. The aggregate benefit of incentives provided by the lessor is recognised as a reduction of rental expense over the lease term on a straight-line basis.

#### **As lessor**

Leases in which the Company does not transfer substantially all the risks and rewards of ownership of the asset are classified as operating leases. Initial direct costs incurred in negotiating an operating lease are added to the carrying amount of the leased asset and recognised over the lease term on the same bases as rental income.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

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## 2. Summary of significant accounting policies (Continued)

### 2.14 Revenue

These accounting policies are applied on and after the initial application date of FRS 115, 1 August 2018.

Revenue is measured based on the consideration to which the Guild expects to be entitled in exchange for transferring a promised goods or services to a customer, excluding amounts collected on behalf of third parties.

Revenue is recognised when the Guild satisfies a performance obligation by transferring a promised good or service to the customer, which is when the customer obtains control of the good or service. A performance obligation may be satisfied at a point in time or over time. The amount of revenue recognised is the amount allocated to the satisfied performance obligation. The following specific recognition criteria must also be met before revenue is recognised.

Membership subscription fees, rental income and income from other services are recognised on an accrual basis. Entrance fee, takings from jackpot and food and beverage income are recognised on receipt basis. Interest income is recognised as interest accrued unless collectability is in doubt.

These accounting policies are applied before the initial application date of FRS 115, 1 August 2018.

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Guild and the revenue can be reliably measured. The following specific recognition criteria must also be met before revenue is recognised.

Membership subscription fees, rental income and income from other services are recognised on an accrual basis. Entrance fee, takings from jackpot and food and beverage income are recognised on receipt basis. Interest income is recognised as interest accrued unless collectability is in doubt.

### 2.15 Related parties

A party is considered to be related to the Guild if:

- (a) The party, directly or indirectly through one or more intermediaries,
  - (i) controls, is controlled by, or is under common control with, the Guild;
  - (ii) has an interest in the Guild that gives it significant influence over the Guild; or
  - (iii) has joint control over the Guild;
- (b) The party is an associate;
- (c) The party is a jointly-controlled entity;
- (d) The party is a close member of the key management personnel of the Guild or its parent;
- (e) The party is a close member of the family or any individual referred to in (a) or (d); or
- (f) The party is an entity that is controlled, jointly controlled or significantly influenced by or for which significant voting power in such entity resides with, directly or indirectly, any individual referred to in (d) or (e); or
- (g) The party is a post-employment benefit plan for the benefit of the employees of the Guild, or of any entity that is a related party of the Guild.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

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## 2. Summary of significant accounting policies (Continued)

### 2.16 Taxes

#### (a) Current income tax

Current income tax assets and liabilities for the current and prior periods are measured at the amount expected to be recovered from or paid to the taxation authority. The tax rates and tax laws used to compute the amount are those that are enacted or substantively enacted at the reporting date.

Current income taxes are recognised in profit or loss except to the extent that the tax relates to items recognised outside profit or loss, either in other comprehensive income or directly in equity. Management periodically evaluates positions taken in the tax returns with respect to situations in which applicable tax regulations are subject to interpretation and establishes provisions where appropriate.

#### (b) Deferred income tax

Deferred tax is provided using the liability method on temporary differences at the end of the reporting date between the tax bases of assets and liabilities and their carrying amounts for financial reporting purposes.

Deferred tax assets and liabilities are measured at the tax rates that are expected to apply in the year when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted by the end of the reporting period.

Deferred tax assets and deferred tax liabilities are offset, if a legally enforceable right exists to set off current income tax assets against current income tax liabilities and the deferred taxes relate to the same taxable entity and the same taxation authority.

#### (c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST except:

- where the GST incurred on a purchase of assets or services is not recoverable from the taxation authority, in which case the GST is recognised as part of the cost acquisition of the asset or as part of the expense item as applicable; and
- receivables and payables that are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the statement of financial position.



## **SINGAPORE POLYTECHNIC GRADUATES' GUILD**

### **Notes to the Financial Statements**

For the financial year ended 31 July 2019

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### **3. Significant accounting judgements and estimates**

The preparation of the Guild's financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities at the end of each reporting period. Uncertainty about these assumptions and estimates could result in outcomes that require a material adjustment to the carrying amount of the asset or liability in the future periods.

#### **3.1 Judgements made in applying accounting policies**

##### **(a) Determination of functional currency**

In determining the functional currency of the Guild, judgement is used by the Guild to determine the currency of the primary economic environment in which the Guild operates. Consideration factors include the currency that mainly influence sales prices of goods and services and the currency of the country whose competitive forces and regulations mainly determines the sales prices of its goods and services.

#### **3.2 Key sources of estimation uncertainty**

The key assumptions concerning the future and other key sources of estimation uncertainty at the end of each reporting period are discussed below. The Guild based its assumptions and estimates on parameters available when the financial statements were prepared, Existing circumstances and assumptions about future developments, however, may change due to market changes or circumstances arising beyond the control of the Guild. Such changes are reflected in the assumptions when they occur.

##### **(a) Useful lives of property, plant and equipment**

The Guild's property, plant and equipment is depreciated on a straight-line basis over the economic useful lives. Changes in the expected level of usage and technologies developments could impact the economic useful lives and residual values of these assets, therefore the depreciation charges could be revised.

##### **(b) Impairment of trade receivables**

The Guild's management assess the collectability of trade receivables regularly. This estimate is based on the credit history of the Guild's customers and the current market condition. Management reassesses the impairment loss at the Statement of Financial Position date.

##### **(c) Inventory valuation method**

Inventory write-down is made based on the current market conditions, historical experience and selling goods of similar nature. It could change significantly as a result of changes in market conditions. A review is made periodically on inventories for excess inventories, obsolescence and declines in net realisable value and an allowance is recorded against the inventory balances for any such declines. The realisable value represents the best estimate of the recoverable amount and is based on the most reliable evidence available and inherently involves estimates regarding the future expected realisable value.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

### 3. Significant accounting judgements and estimates (Continued)

#### 3.2 Key sources of estimation uncertainty (Continued)

##### (d) Provision for taxation

The Guild has exposure income taxes in Singapore. In determining the income tax liabilities, management is required to estimate the amount of capital allowances and the deductibility of certain expenses (uncertain tax positions).

The Guild has open tax assessments with the tax authority as at the date of Statement of Financial Position. As management believes that the tax positions are sustainable, the Guild has not recognised any tax liability on these uncertain tax positions. Where the final tax outcome of these matters is different from the amounts that were initially recognised, such differences will impact the income tax and deferred tax provisions in the period in which such determination is made.

### 4. Property, plant and equipment

	<b>Machines and equipment S\$</b>	<b>Computers and software S\$</b>	<b>Furniture and fitting S\$</b>	<b>Renovation S\$</b>	<b>Clubhouse S\$</b>	<b>Total S\$</b>
<b>Cost</b>						
At 1 Aug 2017	2,706,644	322,700	1,260,616	852,643	9,035,464	14,178,067
Additions	155,505	9,440	-	-	48,300	213,245
Disposal	(64,624)	-	-	-	-	(64,624)
At 31 Jul 2018	2,797,525	332,140	1,260,616	852,643	9,083,764	14,326,688
At 1 Aug 2018	2,797,525	332,140	1,260,616	852,643	9,083,764	14,326,688
Additions	36,846	7,450	-	9,055	-	53,351
Disposal	(35,365)	-	(8,748)	-	-	(44,113)
Adjustment	(83,846)	-	-	-	-	(83,846)
At 31 Jul 2019	2,715,160	339,590	1,251,868	861,698	9,083,764	14,252,080

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

#### 4. Property, plant and equipment (Continued)

	Machines and equipment S\$	Computers and software S\$	Furniture and fitting S\$	Renovation S\$	Clubhouse S\$	Total S\$
<b>Accumulated depreciation</b>						
At 1 Aug 2017	2,096,657	307,945	1,200,852	835,197	9,013,656	13,454,307
Depreciation	148,421	10,193	30,249	17,446	6,006	212,315
Disposal	(55,220)	-	-	-	-	(55,220)
At 31 Jul 2018	2,189,858	318,138	1,231,101	852,643	9,019,662	13,611,402
At 1 Aug 2018	2,189,858	318,138	1,231,101	852,643	9,019,662	13,611,402
Depreciation	121,996	8,327	23,893	151	8,012	162,379
Disposal	(32,022)	-	(8,748)	-	-	(40,770)
At 31 Jul 2019	2,279,832	326,465	1,246,246	852,794	9,027,674	13,733,011
<b>Carrying amount</b>						
At 31 Jul 2018	607,667	14,002	29,515	-	64,102	715,286
At 31 Jul 2019	435,328	13,125	5,622	8,904	56,090	519,069

#### 5. Inventories

	2019 S\$	2018 S\$
Food	12,967	13,002
Beverage and merchandise	9,592	7,988
	<u>22,559</u>	<u>20,990</u>

#### 6. Other receivables

	2019 S\$	2018 S\$
Deposits	49,380	49,380
Prepayments	32,433	41,283
Others	49,093	64,836
	<u>130,906</u>	<u>155,499</u>

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

#### 7. Amounts due from members

	<b>2019</b> <b>S\$</b>	<b>2018</b> <b>S\$</b>
Amounts due from members	95,658	60,984
Less: Allowance for impairment	<u>(18,158)</u>	<u>(18,154)</u>
	<u>77,500</u>	<u>42,830</u>
Movement in allowance account:		
At the beginning of reporting year	18,154	18,154
Allowances made	<u>4</u>	<u>-</u>
At the end of reporting year	<u>18,158</u>	<u>18,154</u>

Amounts due from members are generally on a 30 days' terms and interest-bearing. They are recognised at their original invoice amounts which represent their fair values on recognition.

#### 8. Cash and cash equivalents

	<b>2019</b> <b>S\$</b>	<b>2018</b> <b>S\$</b>
Cash at banks	946,717	723,191
Cash on hand	8,411	8,144
Fixed deposits	1,000,000	1,000,000
Jackpot machine float	<u>350,079</u>	<u>549,836</u>
	<u>2,305,207</u>	<u>2,281,171</u>

Cash and cash equivalents comprise jackpot machine float, cash at banks and on hand and unpledged fixed deposits.

Fixed deposits are placed with a bank and mature every 6 to 12 months. Interest rates are repriced on maturity of the fixed deposits. Since the management is able to take advantage of the available funds to earn additional interest income, fixed deposits placements may be uplifted sooner than the placement period.

The weighted average interest rates for fixed deposits were 1.86% (2018: 1.33%) per annum.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

#### 9. Other payables

	<b>2019</b> <b>S\$</b>	<b>2018</b> <b>S\$</b>
Accrued expenses	349,019	326,606
Deposits received	205,433	215,922
GST payables	73,879	72,456
Members' credit	15,884	15,523
Others	85,421	82,764
	<u>729,636</u>	<u>713,271</u>

#### 10. Subscription fees in advance

This represent subscription fees of the following reporting period. These amounts will be accounted for as income in the following reporting period.

#### 11. Employee expenses

	<b>2019</b> <b>S\$</b>	<b>2018</b> <b>S\$</b>
Salaries and bonuses	1,808,244	1,819,355
CPF and FWL	309,027	297,749
Others	70,389	51,495
	<u>2,187,660</u>	<u>2,168,599</u>
Key management personnel		
- Salaries and bonuses	305,370	324,616
- CPF contributions	41,418	43,634
	<u>346,788</u>	<u>368,250</u>
Other than key management personnel		
- Salaries and bonuses	1,573,263	1,546,234
- CPF contributions and FWL	267,609	254,115
	<u>1,840,872</u>	<u>1,800,349</u>

#### 12. Income tax expense

Under Section 11 (1) of the Income Tax Act, Cap. 134, no tax is payable if the Guild receives from its members not less than half of its gross receipts on revenue account.

However this tax exemption does not apply to other sources of income such as interest and rest, and thus, provision for income tax was made accordingly. Current reporting period tax relates to tax on interest and rental income.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

#### 12. Income tax expense (Continued)

	<u>2019</u> <u>S\$</u>	<u>2018</u> <u>S\$</u>
<b>Current income tax</b>		
- Current year	22,171	23,106
- Under / (Over) provision in prior year	23	(1,845)
Income tax expense recognised in profit or loss	<u>22,194</u>	<u>21,261</u>

#### Relationship between tax expense and net operating (deficit) / surplus

A reconciliation between tax expense and the product of net operating (deficit) / surplus multiplied by the applicable corporate tax rate for the financial years ended 31 July 2019 and 2018 were as follows:

	<u>2019</u> <u>S\$</u>	<u>2018</u> <u>S\$</u>
Rental income	<u>335,501</u>	<u>372,040</u>
Income tax using the statutory tax rate of 17%	57,035	63,247
Adjustments:		
Other taxable income	2,037	1,446
Deductible direct expenses	(8,589)	(8,702)
Further deductions allowed	(28,312)	(32,885)
Under / (Over) provision in prior year	23	(1,845)
Income tax expense recognised in profit or loss	<u>22,194</u>	<u>21,261</u>

#### 13. Commitments

##### Operating lease commitments – as lessor

The Guild leases its lounge, bowling alley, swimming pool and offices in its business centre under cancellable operating lease arrangements with varying termination clauses.

The future minimum rental receivable under cancellable operating leases contracted for at the reporting date but not recognised as assets are as follows:

	<u>2019</u> <u>S\$</u>	<u>2018</u> <u>S\$</u>
Not later than one year	195,142	208,269
Later than one year but not later than five years	<u>66,548</u>	<u>55,200</u>
	<u>261,690</u>	<u>263,469</u>

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements For the financial year ended 31 July 2019

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#### 14. Financial risk management

The Guild's activities expose it to a variety of financial risks from its operations. The key financial risks include credit risk and liquidity risk.

The Executive Committee review and agree policies and procedures for the management of these risks, which are executed by the management team.

The following sections provide details regarding the Guild's exposure to the above-mentioned financial risks and the objectives, policies and processes for the management of these risks.

There has been no change to Guild's exposure to these financial risks or the manner in which it manages and measures the risks.

##### (a) Credit risk

Credit risk refers to the risk that the counterparty will default on its contractual obligations resulting in a loss to the Guild which is managed through the application of credit approvals, credit limits and monitoring procedures. The Guild's exposure to credit risk arises primarily from cash and cash equivalents and trade and other receivables.

The Guild has adopted a policy of only dealing with creditworthy counterparties. The Guild performs ongoing credit evaluation of its counterparties' financial condition.

The Guild considers the probability of default upon initial recognition of asset and whether there has been a significant increase in credit risk on an ongoing basis throughout each reporting period.

The Guild has no significant concentration of credit risk. The Guild has credit policies and procedures in place to minimise and mitigate its credit risk exposure.

Financial assets are written off when there is evidence indicating that the debtor is in severe financial difficulty and the debtor has no realistic prospect of recovery.

##### Financial assets that are neither past due nor impaired

Amounts due from members that are neither past due nor impaired are creditworthy debtors with good payment records with the Guild, bank balances and fixed deposits are placed with reputable banks.

## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

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#### 14. Financial risk management (Continued)

##### (a) Credit risk

Analysis of receivables as at Statement of Financial Position date:

	<b>2019</b>	<b>2018</b>
	<b>S\$</b>	<b>S\$</b>
Not past due and not impaired	24,487	18,060
Past due but not impaired	71,171	42,924
	<u>95,658</u>	<u>60,984</u>
Less: Allowance for impairment	(18,158)	(18,154)
	<u>77,500</u>	<u>42,830</u>
	<b>2019</b>	<b>2018</b>
	<b>S\$</b>	<b>S\$</b>
Current	24,487	18,060
Past due 1 to 3 months	22,330	12,910
More than 3 months	30,683	11,860
	<u>77,500</u>	<u>42,830</u>

##### (b) Liquidity risk

Liquidity risk refers to the risk that the Guild will encounter difficulties in meeting its short-term obligations due to shortage of funds. In the management of liquidity risk, the Guild monitors and maintains a level of cash and cash equivalents to finance the Guild's operations and mitigate the effects of fluctuations in cash flows.

#### 15. Fair value of assets and liabilities

The carrying amounts of the financial assets and liabilities recorded in the financial statements of the Guild approximate their respective fair values either due to their short-term nature or that they are floating rate instruments that are repriced to market interest rates on or near the reporting date or that they are fixed rate instruments whose fair values do not differ materially from their carrying amounts.



## SINGAPORE POLYTECHNIC GRADUATES' GUILD

### Notes to the Financial Statements

For the financial year ended 31 July 2019

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#### 16. Financial instruments by category

At the reporting date, the aggregate carrying amounts of financial assets at amortised cost and financial liabilities at amortised cost were as follows:

	<b>2019</b>	<b>2018</b>
	<b>S\$</b>	<b>S\$</b>
<b>Financial assets measured at amortised cost</b>		
Other receivables (Note 6)	98,473	114,216
Amounts due from members (Note 7)	77,500	42,830
Cash and cash equivalents (Note 8)	<u>2,305,207</u>	<u>2,281,171</u>
Total financial assets measured at amortised cost	<u>2,481,180</u>	<u>2,438,217</u>
<b>Financial liabilities measured at amortised cost</b>		
Trade payables	178,340	214,386
Other payables (Note 9)	<u>655,757</u>	<u>640,815</u> *
Total financial liabilities measured at amortised cost	<u>834,097</u>	<u>855,201</u>

\* This figure is restated to exclude GST payable that was included in FY2018.

#### 17. Authorisation of financial statements for issue

The financial statements for the financial year ended 31 July 2019 were authorised for issue on 30 September 2019.

**SINGAPORE POLYTECHNIC GRADUATES' GUILD**  
**PROVISIONAL BUDGET STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE FINANCIAL YEAR ENDING 31 JULY 2020**

	Notes	2020 S\$
<b>REVENUE</b>		
F&B spending levy		72,000
Jackpot collections, gross		7,007,864
Membership fees		1,307,768
Events and sports income		16,700
Food and beverage income, gross		1,341,384
Rental of facilities		32,700
Rental of incubation offices and premises		337,645
Late payment interest income		3,000
Interest Income		10,000
Others		77,500
<b>TOTAL INCOME</b>		<b>10,206,560</b>
<b>LESS:-</b>		
<b>OPERATING EXPENSES</b>		
Jackpot costs	1	(6,028,619)
Food and beverage costs	2	(420,254)
		<b>(6,448,874)</b>
<b>ADMINISTRATIVE EXPENSES</b>		
Employee expenses	3	(2,217,036)
Advertising and promotion		(92,194)
Audit Fees		(10,972)
Cleaning and maintenance		(31,492)
Event expenses		(39,120)
General expenses / office sundries		(44,989)
Insurance		(21,043)
Kitchenware / utensils		(13,484)
License / Commission fees		(6,872)
Meeting and AGM expenses		(12,030)
Membership benefit		(45,469)
Membership drive advertising and promotion		(173,740)
Newspaper and magazine		(1,920)
Postage, courier and telephone expenses		(35,116)
Printing and stationery		(22,356)
Professional charges		(26,450)
Property tax		(168,000)
Publications		(6,800)
Refreshment and food		(4,536)
Rental of office equipment		(7,492)
Repair and maintenance - Building and Equipment		(146,336)
Repair and maintenance - Software		(26,000)
Security service		(35,750)
Sports expenses		(34,980)
Transport expenses		(1,754)
Water and electricity and Gas		(229,730)
		<b>(3,455,662)</b>

<b>FINANCE COSTS</b>	
Bank charges	(42,606)
<b>Net operating surplus before depreciation</b>	<u>259,419</u>
Depreciation of property, plant and equipment	(176,058)
<b>Net operating surplus before income tax</b>	<u>83,361</u>
Tax expense	(24,532)
<b>Total comprehensive income for the financial year</b>	<u><u>58,829</u></u>

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<b>Note 1 -Jackpot costs</b>	<b>S\$</b>
Winners Claim	(4,327,534)
GST	(179,099)
Duty Payable	(1,521,986)
	<u>(6,028,619)</u>

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<b>Note 2 - Food and Beverage costs</b>	<b>S\$</b>
Food	(359,198)
Beverage	(23,256)
Other	(37,800)
	<u>(420,254)</u>

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<b>Note 3 - Employee Expenses</b>	<b>S\$</b>
Salaries and Bonus	(1,805,851)
CPF and FWL	(328,240)
Others	(82,945)
	<u>(2,217,036)</u>

**SINGAPORE POLYTECHNIC GRADUATES' GUILD**  
**PROVISIONAL BUDGET STATEMENT OF CAPITAL EXPENDITURE**  
**FOR THE FINANCIAL YEAR ENDING 31 JULY 2020**

Category	Description	Notes	Amount S\$
F&B	Replacement of carpets for function room	(1)	10,000
<b><u>F&amp;B Department (Banquet)</u></b>			
Banquet	5ft Round Table		3,300
Banquet	Curtains Grand Ballroom		20,000
Banquet	Ivory Table Cloth 5ft round table fulldrop		3,450
Banquet	Grey Table Cloth 5ft round table fulldrop		3,000
Banquet	Double IBM Table Clothfulldrop (made to order size)		2,880
Banquet	Single IBM Table Clothfulldrop (made to order size)		2,880
Banquet	Banquet Warmer- 2 door electric		5,000
<b><u>F&amp;B Department (Restaurant)</u></b>			
Restaurant	L2 Chinese Restaurant Dining Chairs (130)		17,000
Restaurant	Light Box at Main Entrance		3,000
Restaurant	New Side station for utensils		3,600
<b><u>F&amp;B Department (Poolside Cafe)</u></b>			
Poolside	4 door Freezer Upright		10,000
Poolside	3 door under-counter chiller		7,000
Poolside	Hot plate - Counter (1m)		2,500
Finance	Replacement of Jackpot Machine/Games		90,000
General	Replacement of Firewall		10,000
General	Website revamp		10,000
General	Contingency		50,000
			253,610

**Notes :**

(1) Roll over from FY2019 to conserve cash reserve

**SINGAPORE POLYTECHNIC GRADUATES' GUILD**  
**ACTUAL VS BUDGET STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE YEAR ENDED 31 JULY 2019**

	Notes	<b>ACTUAL</b> 2019 S\$	<b>BUDGET</b> 2019 S\$
<b>REVENUE</b>			
F&B spending levy		67,904	72,000
Jackpot collections, gross		6,563,808	7,737,381
Membership fees		1,102,120	1,200,730
Events and sports income		12,943	18,700
Food and beverage income, gross		1,137,702	1,567,727
Advertising income		-	-
Rental of facilities		33,172	28,700
Rental of incubation offices and premises		335,501	378,155
Video games collections		472	700
Gain on disposal of property, plant and equipment		-	-
Late payment interest income		2,738	3,000
Interest Income		11,980	10,000
Others		39,780	77,575
<b>TOTAL INCOME</b>		<b>9,308,120</b>	<b>11,094,668</b>
<b>LESS:-</b>			
<b>OPERATING EXPENSES</b>			
Jackpot costs	1	(5,642,867)	(6,623,907)
Food and beverage costs	2	(353,316)	(459,435)
		<b>(5,996,183)</b>	<b>(7,083,342)</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Employee expenses	3	(2,187,660)	(2,262,856)
Advertising and promotion		(64,975)	(67,703)
Audit Fees		(10,100)	(10,525)
Cleaning and maintenance		(33,706)	(34,487)
Event expenses		(19,933)	(40,660)
General expenses / office sundries		(46,207)	(51,852)
Insurance		(19,937)	(19,556)
Kitchenware / utensils		(3,147)	(6,450)
License / Commission fees		(2,874)	(3,965)
Loss on disposal of property, plant and equipment		(3,343)	-
Meeting and AGM expenses		(10,858)	(12,030)
Membership benefit		(42,869)	(55,816)
Membership drive advertising and promotion		(88,533)	(10,300)
Merchandise cost		(37)	-
Newspaper and magazine		(1,565)	(1,641)
Postage, courier and telephone expenses		(22,090)	(16,661)
Printing and stationery		(17,018)	(39,851)
Professional charges		(14,243)	(16,170)
Property tax		(160,473)	(153,600)
Publications		-	(5,000)
Rebranding		-	-
Refreshment and food		(4,112)	(7,071)
Rental of office equipment		(15,530)	(7,651)

Repair and maintenance - Building and Equipment	(149,972)	(161,832)
Repair and maintenance - Software	(24,907)	(30,000)
Security service	(35,640)	(35,500)
Sports expenses	(32,419)	(35,142)
Transport expenses	(1,503)	(4,569)
Water and electricity	(233,249)	(279,413)
	<u>(3,246,900)</u>	<u>(3,370,301)</u>
<b>FINANCE COSTS</b>		
Bank charges	(37,441)	(42,534)
<b>Net operating surplus before depreciation</b>	<u>27,596</u>	<u>598,491</u>
Depreciation of property, plant and equipment	(162,379)	(237,884)
<b>Net operating surplus before income tax</b>	<u>(134,783)</u>	<u>360,607</u>
Tax expense	(22,194)	(31,565)
<b>Total comprehensive income for the financial year</b>	<u><u>(156,977)</u></u>	<u><u>329,042</u></u>

	<b>ACTUAL</b>	<b>BUDGET</b>
	<b>2019</b>	<b>2019</b>
	<b>S\$</b>	<b>S\$</b>
<b>Note 1 -Jackpot costs</b>		
<u>Winners Claim</u>	(4,078,376)	(4,731,672)
<u>GST</u>	(162,577)	(201,364)
<u>Duty Payable</u>	(1,401,914)	(1,690,870)
	<u>(5,642,867)</u>	<u>(6,623,906)</u>
<b>Note 2 - Food and Beverage costs</b>		
<u>Food</u>	(301,375)	(426,974)
<u>Beverage</u>	(21,786)	(21,961)
<u>Other</u>	(30,156)	(10,500)
	<u>(353,316)</u>	<u>(459,435)</u>
<b>Note 3 - Employee Expenses</b>		
<u>Salaries and Bonus</u>	(1,808,244)	(1,849,817)
<u>CPF and FWL</u>	(309,027)	(327,915)
<u>Others</u>	(70,389)	(85,124)
	<u>(2,187,660)</u>	<u>(2,262,856)</u>



## THE GUILD

The Singapore Polytechnic Graduates' Guild (SPGG) was set up in 1971 as the Guild for Singapore Polytechnic graduates but has since evolved to welcome graduates from other tertiary institutions as well as corporations. SPGG counts numerous successful entrepreneurs among its members and offers tremendous networking and guidance opportunities for budding young talents.

## VISION

To be a Club of Distinction with activities of diversity to foster a lifelong bond between SPGG and Singapore Polytechnic together with SPGG Members and the community

## MISSION

- To connect SPGG Members and SPGG through lifestyle (social, recreation, health and wellness) and sports activities and to render mutual assistance to charitable organisations through community service activities.
- To promote professional and entrepreneurship development through social and business networking activities to connect members, industry leaders, professionals and Singapore Polytechnic.
- To collaborate and foster relationships with other organisations to maximise SPGG's opportunities and effectiveness.

**Singapore Polytechnic Graduates' Guild**

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