

ANNUAL REPORT | 2016/2017

Singapore Polytechnic Graduates' Guild

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Notice of Annual General Meeting 2017

Date: 8 September 2017

Notice is hereby given by the 29th Executive Committee that the 38th Annual General Meeting of the Singapore Polytechnic Graduates' Guild (SPGG) will be held on Saturday, 21 October 2017, 1.30pm at the Carnation Room of SPGG, 1010 Dover Road, Singapore 139658.

Nominations for 12 positions in the 30th Executive Committee for the term 2017/2019 is now open. Nomination forms can be collected from the Reception counter from Friday, 15 September 2017, and are to be submitted by hand to Ms Hazel Loo at the Administration Office by Friday, 22 September 2017, 6pm.

The Agenda for the 38th Annual General Meeting of the Singapore Polytechnic Graduates' Guild (SPGG) is as follows:

1. President's Address.
2. To confirm the Minutes of the 37th Annual General Meeting held on Saturday, 22 October 2016.
3. To receive and, if so approved, to adopt the Annual Report of the 29th Executive Committee for the financial year ending 31 July 2017.
4. To receive and, if so approved, to adopt the Statement of Accounts for the financial year ending 31 July 2017.
5. To receive and, if so approved, to adopt the Provisional Budget for the following year ending 31 July 2018.
6. To consider, where SPGG's Constitution does not provide, a motion by the 29th Executive Committee to appoint two (2) Honorary Auditors for the term 2017/2018.
7. To appoint Bob Low & Co to be the External Auditor for the financial year ending 31 July 2018.
8. To discuss any other business.
9. To appoint one (1) Chief Scrutineer, and two (2) Scrutineers for the supervision and counting of votes of the ballot of election for the 30th Executive Committee for the term 2017/2019.
10. To elect the 30th Executive Committee for the term 2017/2019.
11. Announcement of election results.
12. Conclusion of the 38th Annual General Meeting.

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 seven (7) days of the date of this notice.

Yours sincerely,



Mr Raymond Tay Teck Chai
Honorary General Secretary
29th Executive Committee
Singapore Polytechnic Graduate's Guild

Minutes of 37th Annual General Meeting 2016

Held on Saturday, 22 October 2016, 1.30pm, at the Singapore Polytechnic Graduates' Guild (SPGG) Grand Ballroom, 1010 Dover Road, Singapore 139658.

PRESENT

President, and Chairman, Endowment Fund	Jimmy Lim Hock Seng
1 st Vice President, and Chairman, Special Projects	Dr Khong Poh Wah
Honorary General Secretary, and Chairman, Lifestyle, Wellness and Youth	Raymond Tay Teck Chye
Honorary Treasurer	Tay Choon Mong
Chairman, Sports, and Chairman, Food & Beverage	Victor Lye
Chairman, Membership Development and Services	Jasmond Chua Wee Lin

ABSENT WITH APOLOGIES

2nd Vice President, and Chairman, Special Development Projects	Wong Kian Keong
Honorary Assistant General Secretary, and Chairman, Facilities	Tham Choon Kin
Honorary Assistant Treasurer, and Chairman, Outreach Projects	Roddy Mu LiGuo
Chairman, Corporate Communications and Marketing	Gerald Ng Ti-Lui
Chairman, Entrepreneurship, and Co-Chairman, Social Responsibility	Dr Damian Tan Seng Hong
Co-Chairman, Social Responsibility	Jeffrey Lam Boon Kee
Co-opted Member	Dato' Ramasamy Ramesh
Co-opted Member	Wellon Chou Wei Long
Co-opted Member	Adrian Cheong Mun Tien

1. ATTENDANCE AND QUORUM

1.1 The registered attendance for the AGM was 65, comprising 38 Ordinary, 22 Life, and 5 Associate Members. These figures included the presence of Executive Committee (EXCO) members.

1.2 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 Jimmy Lim (the Chairman).

2. PRESIDENT'S ADDRESS

2.1 Prior to presenting the report for the term 2015/2016 at the AGM, the Chairman brought to the attention of the members the following:

2.1.1 The AGM was a private meeting of members, per the Constitution, and any representatives of the press were requested to leave the meeting.

2.1.2 Photo-taking would not be permitted except for SPGG's official photographer.

2.1.3 The Committee had invited Bob Low & Co, represented by Mr BOB LOW SIEW SIE, which we are proposing to appoint to be the External Auditor for the financial year ending 31 July 2017.

2.1.4 The Committee had invited SPGG's legal advisor Mr WONG LIANG KOK.

2.1.5 Only one (1) member should speak at a time, through a microphone, to facilitate a smooth and efficient meeting.

2.1.6 Any member who wishes to speak should address to the Chairman, and identify himself/herself by stating his/her name and membership number, so as to facilitate proper recording of the Minutes of the Meeting.

2.1.7 All questions raised were to be addressed to the Chairman, who would decide whether the question was relevant to the Agenda. The Chairman could, at his discretion, assign the question to the relevant EXCO member, or staff to answer.

2.1.8 Members were to participate in the Meeting with decorum and discipline.

2.1.9 Members were requested to switch off their mobile phones or leave them on silent mode to ensure minimum disruption to the proceedings of the Meeting.

The Chairman then proceeded to present SPGG's highlights for FY 2016, the challenges confronting SPGG, and the report for the term 2015/2016.

2.2 FY 2016 Highlights

2.2.1 The Chairman presented the Four Pillars initiatives, which was conceived and established in 2014 to transform SPGG.

• Raising the Guild's Profile

The Chairman informed the members that SPGG's profile was raised to a level where members could relate to. To this end, we had initiated a series of leadership dialogues engaging high-profile speakers such as Professor Tommy Koh in March 2016, Dr Tan Cheng Bock in June 2016, and Mr Lim Siong Guan in September 2016. These dialogues were well-attended and well-received by members.

• Giving Back

The Chairman shared with the members that SPGG had established initiatives to contribute back to society. Since 2012, we had established SPGG Endowment Fund where we award bursaries to deserving Singapore Polytechnic (SP) students who would have otherwise fallen through the cracks of existing financial existing schemes. The Endowment Fund currently stood at \$1.8 million, with 78 bursaries awarded this year. To date, SPGG had rendered financial assistance via the bursaries to an accumulated total of 215 SP students.

Another notable project to SPGG give back initiatives was co-organising a fund-raising event "Cycling for Charity 2016" with the Holland Neighbourhood Committee. This project was spearheaded by our EXCO member Mr Jeffrey Lam, and we raised a total of \$48,803 for the Singapore Association for the Deaf.

• Entrepreneurs' Hub

The Chairman informed that SPGG had been providing a platform for students or young entrepreneurs to pitch their business ideas to an audience, a panel of venture capitalists, and entrepreneurs. To this end, the Guild had held three BIG Idea events in April 2015, October 2015, and April 2016. An upcoming BIG Idea would be held in December 2016. The Guild aimed to progress this event to the national level, beyond SP and SPGG.

• **Service Quality and Vibrancy**

The Chairman reported that progress had been made in terms of improving the service quality in Food & Beverage, and increasing the vibrancy of the Guild by broadening its events to cater to more members, including engaging more women. SPGG wanted members to be proud of the Guild, and to share it with their family and friends.

The Chairman listed recent events, and upcoming events, such as:

- The Spirit of Sake—26 November 2016
- BIG Idea—1 December 2016
- Youth Chapter's Give a Little, Help a Lot—10 December 2016
- 2D1N Year-End Party at Batam—17 to 18 December 2016

To overcome members' concern of the Guild being too far away, the Guild had reciprocal partnerships with clubs such as Raffles Marina, SIA Sports Club, and Sembawang Country Club.

2.2.2 The Chairman expected the following challenges that the Guild was currently facing would continue into the future:

- Long-term financial viability
- Relevance to SP's graduate and student community

FY 2016 Lowlights

2.2.3 This FY saw a significantly high management and staff turnover, before the situation stabilised in 2015:

- Changing of two General Managers
- Major changes to the F&B team

The Chairman indicated that the high turnover inevitably became an obstacle to SPGG's efforts in the implementation of its plans

2.3 Financial Performance

2.3.1 The Chairman reported that SPGG's overall net income was declining, with \$3.8 million reported for FY2016, and an operating surplus of \$624,000. The Guild had a set target to increase its net income from \$3.8 million to \$4.4 million, with focus on F&B and Membership. The expected operating surplus was targeted at \$700,000.

2.3.2 For SPGG, there were three main sources of income, namely Jackpot (38%), Membership (26%), and F&B (20%). Other sources of income (16%) were derived from the revenue earned from the rental of the bowling alley, Prince Edward Lounge, and the Incubation Offices.

2.3.3 Income from Membership fees (entrance and subscription fees combined) had declined from \$1 million to \$966,000. The membership environment had contracted, due to competition and market forces.

2.3.4 Jackpot income had also been affected, due to the competition from cruises and casinos. Nevertheless, in the upcoming financial year, the Guild hoped to increase Jackpot income from \$1,454,000 to \$1,570,000.

2.3.5 F&B income had been declining for the past two years, from \$1 million in FY2014 to \$770,000 in FY2016. Plans were in progress to improve its revenue by 55% with a target set at \$1.19 million.

2.3.6 The Chairman reported that the Guild's cash at hand was \$1.98 million at the end of FY2016. Over the years, the Guild invested \$926,000 (FY2010 to FY2013) in renovation works, and \$662,000 in the upgrading of the air-conditioning systems (FY2013 to FY2016). The next investment was the Enterprise Resource Planning (ERP) system, with the objective of increasing operational efficiency via automation and smart technologies.

2.3.7 The Chairman presented a 5-year financial performance projection, reflecting a stagnant income of about \$4 million. He highlighted that there would be a significant decline in income (\$180,000 per year) when SP ceased their Corporate membership in FY2019; and income would also be adversely affected when the Guild started to pay the market rate (\$154,000) for the rental, when the existing land lease with SP would be up for renewal in FY2021.

2.4 Challenges Ahead

2.4.1 The Chairman indicated the challenges that the Guild continued to face, namely:

- Stagnant or declining income;
- Escalating operating costs; and
- Slow membership growth

Henceforth, the four outlined strategic pillars were important to help the Guild overcome these challenges.

2.4.2 Moving forward, SPGG needed to transform strategically as a Club of Distinction through its four pillars, establish new sources of revenue streams, and increase collaboration with its alma mater. The Chairman highlighted the upcoming collaborations with SP—the launch of the SPGG history book, and the smart clubhouse initiative. He reiterated the need for members to consider increasing their subscription fees, which was highlighted in previous Annual General Meetings.

2.5 Comparison of Sub Fees with Other Clubs

2.5.1 The General Membership was told that the Guild had been maintaining its subscription fee at \$30 since 2005. The Chairman sought members' feedback on the increase of subscription fees. He presented a comparison table showing the subscription fees of different clubs in Singapore. Almost every club mentioned had raised their subscription fees in recent years. The General Membership was neutral on the Chairman's proposal on this matter.

3. TO CONFIRM THE MINUTES OF THE 36TH ANNUAL GENERAL MEETING HELD ON 24 OCTOBER 2015

3.1 There being no queries, the Minutes of the 36th Annual General Meeting held on 25 October 2015 was adopted, as proposed by Mr YEO HUANG KIAT (L00435) and seconded by Mr CHUA KIM SOON CHARLIE (9700010).

4. TO RECEIVE, AND IF SO APPROVED, TO ADOPT THE ANNUAL REPORT OF THE 29TH EXECUTIVE COMMITTEE FOR THE FINANCIAL YEAR ENDING 31 JULY 2016

4.1 As there were no matters raised on the Annual Report for the Financial Year ending 31 July 2016, the AGM resolved to adopt the Report as proposed by Mr TAN KOK HO EDMUND (0100276) and seconded by Mr CHOO CHENG SOON GEORGE (9800702).

5. TO RECEIVE, AND IF SO APPROVED, TO ADOPT THE STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 JULY 2016

5.1 With no questions raised, the AGM resolved to adopt the Statement of Accounts for the Financial Year ending 31 July 2016 as proposed by Mr NG YEE TECK (0900092) and seconded by Mr ANG WEE KIAN (1100527).

6. TO RECEIVE, AND IF SO APPROVED, TO ADOPT THE PROVISIONAL BUDGET FOR THE FOLLOWING YEAR ENDING 31 JULY 2017

6.1 Mr FOO YOON KIN WILLIAM (9900120) queried whether there was any provision made for the maintenance fees for the Enterprise Resource Planning (ERP) system (Page 55) which had a provisional budget of \$250,000.

The Chairman replied that there was no provision, as the Guild was still in the early process of sourcing. The provision was made only for the Guild's existing software for membership and accounting, which was indicated in repairs and maintenance of \$184,078 (Page 55). Although a provisional budget of \$250,000 was set aside, it was then realised that it would cost more than a quarter million dollars for a complete ERP system.

6.2 Mr LIM KIAN LIP (1200064) queried the reasons for the increase in 'Other Operating Expenses' of more than \$300,000 (Page 55), as compared to FY2016.

The Chairman explained that the increase was to achieve three objectives: (1) drive membership and F&B through aggressive advertising and promotion (A&P); (2) increase events and activities to enhance vibrancy and service quality; and (3) rebrand SPGG through the engagement of external consultants for training.

6.3 Referring to page 55 of the provisional budget, under Note D, Other Operating Expenses, Mr CHUA KIM SOON CHARLIE (9700010) highlighted that there was a significant increase for Printing and Stationery cost, as compared to the previous year.

The Chairman explained that apart from the printing of more events and A&P collaterals, the Guild had also set aside a \$45,000 production budget for the launch of the SPGG history book next year. However, the Guild would be seeking donations and sponsorships to defray the production costs.

Mr CHUA KIM SOON CHARLIE (9700010) queried whether there would be revenue generated from the sale of the books.

The Chairman replied that the Guild had no intention to sell the history book. Only limited hard copies would be printed for distribution in key events, and electronic copies for online reading.

6.4 Referring to page 57, Mr CHOO CHENG SOON GEORGE (9800702) noticed that there was a significant shortfall in the three major income streams for FY2016, namely Jackpot collections, Membership fees, and F&B income, when compared to the budget FY2016. He suggested to reflect the reasons for not achieving the budget.

The Chairman reported that these concerns would be addressed during his President's address, and reiterated that the main reasons were the F&B staff turnover, the Heads of Departments turnover, and the lack of resources and skill sets.

6.5 Referring to page 55, Mr CHOO CHENG SOON GEORGE (9800702) highlighted his concerns that under Note D, Other Operating Expenses, a substantial budget of \$306,451 was set aside for water and electricity. He proposed to pursue energy saving aggressively, including switching to LED lighting.

The Chairman replied that the Guild had taken two approaches to address this issue. The Guild had already switched from Singapore Power to Seraya Power two years ago, with 20% savings in electricity costs. The contract with Seraya Power was renewed this year with 30% more savings. Through this, the Guild saved a total of 50% in electricity costs.

In addition, the Management had been constantly looking into green energy technologies and solutions, and the smart clubhouse initiative collaboration with Singapore Polytechnic was one of the initiatives to drive down electricity costs. However, the results of the adoption of such technology would only be seen in the long run. The Chairman highlighted that it was more important to inculcate the Guild's staff with the need to save energy whenever they can. The Guild was also looking into replacing existing lights with LED lights, using a progressive approach.

6.8 With no further queries, the Provisional Budget for the following year ending 31 July 2017 was adopted, as proposed by Mr FOO YOON KIN WILLIAM (9900120) and seconded by Mr KWEK SENG HENG (L00064).

7. TO CONSIDER, WHERE SPGG'S CONSTITUTION DOES NOT PROVIDE, A MOTION BY THE 29TH EXECUTIVE COMMITTEE TO APPOINT TWO (2) HONORARY AUDITORS FOR THE TERM 2016/2017

7.1 The AGM placed on record SPGG's appreciation to Mr CHUA KIM SOON CHARLIE (9700010) and Mr CHOO CHENG SOON GEORGE (9800702) as SPGG's Honorary Auditors for the term 2015/2016.

7.2 The AGM approved the appointment of Mr ANG WEE KIAN (1100527) and Mr FOO YOON KIN WILLIAM (9900120) as SPGG's Honorary Auditors for the term 2016/2017.

8. TO APPOINT BOB LOW & CO. TO BE THE EXTERNAL AUDITOR FOR THE FINANCIAL YEAR ENDING 31 JULY 2017

8.1 Mr CHUA KIM SOON CHARLIE (9700010) queried on the background of the proposed External Auditor, Bob Low & Co., and suggested the representative of the organisation to introduce himself.

Mr BOB LOW SIEW SIE replied that his organisation had been in the industry since 1984, and audited for the Public Utilities Board Employees' Union, the Sembawang Shipyard Employees Union, the Singapore Technology Electronics Employees' Union, and the Singapore Urban Redevelopment Authority Workers' Union, and non-governmental organisations.

8.2 The AGM approved to appoint Bob Low & Co. as the External Auditor for the financial year ending 31 July 2017 as proposed by Mr CHUA KIM SOON CHARLIE (9700010) and seconded by Mr FOO YOON KIM WILLIAM (9900120).

9. ANY OTHER BUSINESS

9.1 The Chairman opened the session to the members and fellow Executive Committee for any feedback. He again appealed to the members whether SPGG should increase the subscription fees for members.

Mr ANG WEE KIAN (1100527) suggested that SPGG should discuss the topic on subscription fees through anonymous survey forms.

The Chairman agreed and requested the Management to quickly devise a procedure to facilitate Mr Ang's suggestion, so that the attendees could indicate their decisions as they left the Grand Ballroom at the end of the AGM.

9.2 Mr FOO YOON KIN WILLIAM (9900120) queried if there was any cash planning for the almost \$2 million cash at bank balance, for example, opening a Fixed Deposit account.

9.3 Ms Stella Tan, Head of Finance, explained that about 20% of the \$2 million cash at bank were placed in fixed deposits. The Management would be looking into optimising the cash, such as increasing the fixed deposits with banks that offer higher interest rates.

9.4 Mr CHUA KIM SOON CHARLIE (9700010) raised an issue that related to no subscription fees from Life Members versus subscription fees from Ordinary Members. He said that this issue was raised to the previous President, Mr Jeffrey Lee, many years ago, and it was deliberated in a previous AGM, where a resolution was passed. To sustain the Guild's financial position, he suggested getting Life Members to contribute monthly subscription fees.

The Chairman directed members to the Constitution where Life Members were explicitly not required to contribute any subscription. He explained that these Life Members had duly paid an up front amount equivalent to 20 years of subscription fees, when the existing clubhouse did not exist. He said that based on the motion in the past, it was an Ordinary Member who voted against the motion to temporarily increase the monthly subscription fee. However, 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.

9.5 At the end of the meeting, Members were reminded to indicate and poll their feedback relating to the increase in subscription fees into the relevant box as they left the Grand Ballroom.

10. CONCLUSION OF THE 37TH ANNUAL GENERAL MEETING

With no other issues to discuss, the 37th Annual General Meeting concluded at 1530 hours on 22 October 2016.



Mr Jimmy Lim Hock Seng
President
29th Executive Committee



Mr Raymond Tay Teck Chai
Honorary General Secretary
29th Executive Committee

10. TO ELECT THE 29TH EXECUTIVE COMMITTEE FOR THE TERM OF 2015/2017

10.1 The Chairman announced that thirteen (13) nominations were received for the current year. In accordance to the Guild's Constitution, twelve (12) Members would be elected to the EXCO and they would hold office until the next election year in 2017.

10.2 The thirteen (13) candidates standing for election were:

No	Name	Membership No.
1	Chua Wee Lin Jasmond	L00703
2	Dr Khong Poh Wah	0900090
3	Lam Boon Kee Jeffrey	L00577
4	Lim Hock Seng Jimmy	L00216
5	Loh Yoon Sit Edwin	0100143
6	Lye Victor	9800285
7	Mu LiGuo Roddy	1000034
8	Ng Ti-Lui Gerald	9304194
9	Dr Tan Seng Hong Damian	9800297
10	Tay Choon Mong	L00042
11	Tay Teck Chye Raymond	0600157
12	Tham Choon Kin	L00120
13	Wong Kian Keong	9504769

10.3 Members were informed that Dr DAMIAN TAN SENG HONG (9800297) was absent and had consented the Chairman to give his introduction on his behalf. The nominees were invited to give a short introduction of themselves prior to the commencement of election.

10.4 Members were taken through the ballot procedures by Mr Marcus Chow. Members were advised that under the Constitution they should vote for a minimum of four (4) and a maximum of twelve (12) of the candidates; and that their ballot should be deposited in the Ballot Box.

11. VOTING RESULTS

11.1 Chief Scrutiniser Mr TAY KWEE SIM (9800097) announced the voting results.

Valid Votes	46
Void Votes	<u>04</u>
Total Forms Issued	<u>50</u>

11.2 The following candidates were elected to the 29th EXCO for the term 2015/2017.

No.	Name	Membership No.
1	Lim Hock Seng Jimmy	L00216
2	Tay Teck Chye Raymond	0600157
3	Dr Khong Poh Wah	0900090
4	Lye Victor	9800285
5	Tay Choon Mong	L00042
6	Chua Wee Lin Jasmond	L00703
7	Lam Boon Kee Jeffrey	L00577
8	Ng Ti-Lui Gerald	9304194
9	Dr Tan Seng Hong Damian	9800297
10	Tham Choon Kin	L00120
11	Mu LiGuo Roddy	1000034
12	Wong Kian Keong	9504769

11.3 Chief Scrutiniser Mr TAY KWEE SIM (9800097) declared the 12 newly elected members officially appointed. He congratulated and welcomed the newly elected members to the 29th Executive Committee.

11.4 The newly elected members were informed that the first EXCO meeting would be held the following Thursday, 29 October 2015, at 7.30pm at the Executive Boardroom. The purpose of the Meeting would be to elect office bearers, and all newly elected members were advised to be present.

11.5 Mr JIMMY LIM HOCK SENG (L00216) thanked non-elected candidates for standing for election and hoped that they would continue to contribute to the Guild.

11.6 He also took the opportunity to thank Mr HENRY YEO SECK KAN (0000076) and Mr LOW MING WAH (1100120), who had decided to step down, for their excellent contributions to the SPGG EXCO. Last but not least, he thanked his fellow EXCO colleagues who had served with him during the last term.

12. ANY OTHER BUSINESS

12.1 Mr JIMMY LIM HOCK SENG (L00216) opened the session by sharing the request made by an anonymous member not to increase the subscription fees which the EXCO members would take into consideration.

12.2 Mr YEO HUANG KIAT (L00435) brought up the point that Singaporeans would flock to F&B establishments that served quality food and that was lacking in SPGG. He highlighted that the quality of food served in SPGG had declined and suggested that the EXCO members look into it.

12.3 Mr JIMMY LIM HOCK SENG (L00216) agreed and reiterated that the high turnover of staff was a contributing factor for the decline in food quality. However, he assured that efforts were being made with the Executive Chefs to ensure more quality dishes were being introduced.

12.4 Mr CHAN VOON SHEN (1000123) questioned if SPGG was still opened to all SP students. He felt that the patronage of SP students at the Guild's F&B outlets may help to increase revenue.

12.5 Mr JIMMY LIM HOCK SENG (L00216) replied that certain facilities in the Guild were opened to the SP students. In the past, students who successfully enrolled to SP were automatically given SPGG membership without having to make any payment. The aim was to gain access to their personal data for marketing purposes. In exchange, these students were allowed to use the Guild's facilities during off-peak hours. This program stopped when the matriculation process in SP was upgraded. Currently, SP students who joined SPGG at \$99 for three (3) years as student members have full access to the Guild. The purpose of this program was to have the student members converted to ordinary members upon their graduation. However, the student membership situation was being closely monitored to ensure that overcrowding does not happen in the Guild.

12.6 Mr LOW HOW HAN (0100067) suggested imposing the Minimum Spending Levy (MSL) on Student Memberships. He noted that some students were utilising the Quiet Corner and bringing along friends who were non-members.

12.7 Mr JIMMY LIM HOCK SENG (L00216) mentioned that it may be financially challenging for some students, hence imposing the MSL on their membership may not be the right thing to do.

13. CONCLUSION OF THE 36TH ANNUAL GENERAL MEETING

With no other issues to discuss, the 36th Annual General Meeting concluded at 1715hrs on 24 October 2016.



Mr Jimmy Lim
President
28th Executive Committee



Mr Wong Kian Keong
Honorary General Secretary
28th Executive Committee

PRESIDENT'S MESSAGE

Dear Fellow Members,

Over the past year, your Executive Committee (EXCO) and the management team have relentlessly continued implementing the four-pillar strategic initiatives to improve and transform SPGG into a Club of Distinction. I'm happy to report that we have made significant progress, and achieved much more, despite the many challenges.

Giving Back to the SP Community

The SPGG Endowment Fund has surpassed the target of raising \$2 million, and has so far awarded more than 300 bursaries to financially needy and deserving SP students, who would have otherwise fallen through the cracks of official financial assistance schemes. Through the generous contributions of donors and support from our alma mater, Singapore Polytechnic (SP), these students were able to complete their education journey with SP—thus creating a virtuous cycle of giving, with the students who benefitted from the donations giving back to their alma mater. A detailed report on the Endowment Fund is on Page 14.

Raising the Profile of the Guild

Staying true to its stated objectives “to Educate, Inspire, and instill Leadership Values and Qualities among SPGG members and the SP Community, by learning from our National Leaders, Industry Captains and Business Champions”, the Leadership Dialogue Series has become a regular fixture in our event calendar. In the past financial year, we hosted dialogues with several eminent leaders—more details on them are on Page 21. The discussions with these illustrious leaders covered a broad spectrum of topics. The Dialogue Series was so popular among our members and the SP community that they filled our Grand Ballroom to the brim in each and every session. Many participants also commented that they had benefitted immensely by learning from the sessions. Members can expect more of such dialogues in the coming months.

Building an Entrepreneurship Hub

SPGG's BIG Idea pitching event is a biannual feature, and has seen more than 25 start-ups from various industries pitch their innovative big ideas to investors and judges. A significant number of the start-ups are SPGG members, and from our alma mater. Through these entrepreneurship events and activities, the Guild serves as an effective interactive, networking and support platform for budding entrepreneurs from various communities, angel investors, venture capital firms, and businessmen who are looking to invest in and mentor the new start-ups. You will find more details on the recent BIG Idea events on page 15.

Improving our Service Quality and Vibrancy

Efforts to transform SPGG into a Club of Distinction would not be complete without a vibrant, efficient and member-friendly clubhouse. To this end, SPGG has relentlessly worked on enhancing and improving the quality of our F&B menus and conducted regular in-house training for serving staff. Additionally, we have organised many social, sports and educational events for our members and their families to enjoy. More importantly, we also tapped into technology with the goal of transforming our building into a 'smart' clubhouse—details are on Page 23.

The Launch of SPGG's history book—Tested Through Time: The Journey of the Singapore Polytechnic Graduates' Guild

Over its 46 years of existence, SPGG has gone through many ups and downs—once even at the verge of bankruptcy. Today, the Guild is stronger than ever operationally and financially. The current EXCO has charted a clear strategy to take on new challenges ahead, and to move SPGG forward to become a Club of Distinction.

With this rich history and illustrious legacy, we are launching the history book on 21 October 2017. The book traces the Guild's developments, milestones, and the highs and the lows, and offers insights into the challenges that it faced. The book is also our way of showing our appreciation to the Board of Governors and the leadership team of SP, SPGG Pioneer EXCO members, and all SPGG members for contributing to its success thus far. The book is a six-year labour of love for Ms Pearly Gan—an Associate member, and former Alumni Manager and lecturer from SP—who painstakingly researched, interviewed, and wrote the manuscript containing ten chapters of the Guild's history.

SPGG's journey continues into the future. As more students graduate from our alma mater, and go on to become useful members of society, the Guild will always remain a place for them to connect with each other, and keep the flame of SP burning bright. To that end, I thank my fellow EXCO colleagues who have served tirelessly, and contributed enormously to the many initiatives which have kept the Guild strong and have prepared it to face the future. I also want to thank our dedicated and committed management and staff who faithfully execute EXCO's strategic initiatives, while keeping the Guild's day-to-day operations running like clockwork. Last, but not least, I thank you all my fellow SPGG members, for your unwavering support and encouragement over the years.

Mr Jimmy Lim Hock Seng
President
29th Executive Committee

29th EXECUTIVE COMMITTEE 2015/2017



1. Mr Jimmy Lim Hock Seng
President
Chairman, SPGG Endowment Fund



2. Dr Khong Poh Wah
1st Vice President
Chairman, Special Projects (Outreach)



3. Mr Wong Kian Keong
2nd Vice President
Chairman, Special Development Projects



4. Mr Raymond Tay Teck Chye
Honorary General Secretary
Chairman, Lifestyle, Wellness & Youth



5. Mr Tham Choon Kin
Honorary Assistant General Secretary
Chairman, Facilities



6. Mr Tay Choon Mong
Honorary Treasurer



7. Mr Roddy Mu LiGuo
Honorary Assistant Treasurer
Chairman, Outreach



8. Mr Jasmond Chua Wee Lin
Chairman, Membership Development & Services



9. Mr Victor Lye
Chairman, Food & Beverage
Chairman, Sports



10. Mr Gerald Ng Ti-Lui
Chairman, Communications & Marketing



11. Dr Damian Tan Seng Hong
Chairman, Entrepreneurship
Co-Chairman, Social Responsibility



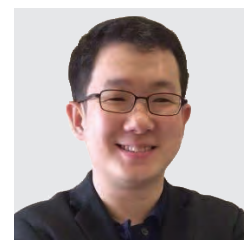
12. Mr Jeffrey Lam Boon Kee
Co-Chairman, Social Responsibility



13. Dato' Ramasamy Ramesh
Co-opted Member



14. Mr Wellon Chou Wei Long
Co-opted Member



15. Mr Adrian Cheong Mun Tien
Co-opted Member

EXECUTIVE REPORT

HONORARY GENERAL SECRETARY:

Mr Raymond Tay Teck Chye

HONORARY ASSISTANT GENERAL SECRETARY:

Mr Tham Choon Kin

The Honorary General Secretary is responsible for the administration of Executive Committee (EXCO) meetings, and Annual General Meetings (AGMs). EXCO meetings are held monthly, and discussions include approving capital and operating expenses, providing guidance to the Management for the implementation of strategic initiatives, discussing membership recruitment and retention, maximising infrastructure utilisation and human resource, and establishing outreach with Singapore Polytechnic (SP), the public and private organisations. The Management Committee—which comprises of Mr Jimmy Lim, Mr Tay Choon Mong, Mr Raymond Tay, and Mr Jeffrey Lam—assist in the facilitation of the administration of the Guild, and help to streamline the decision-making processes of the EXCO. Members of the EXCO are all unpaid volunteers.

A total of 10 meetings were held for the 29th Executive Committee in FY2017, and there were no Extraordinary General Meetings.

Despite the shrinking labour market and the challenges it posed on the staffing needs of SPGG, the Guild continued to maintain its operational efficiency by leveraging on the experience and skillsets of older staff, while engaging the use of automation wherever possible. A significant number of the Guild's rank-and-file staff are foreigners, and although the foreign worker levy increased by 7% (for skilled workers) and 14% (for unskilled workers), the difference in the levy paid between the current and past financial year was a nominal increase. The nominal increase was due to lesser employment of foreign workers, and tightening the overall headcount. The overall turnover in FY2017 was 50% lesser than FY2016.

In the areas of staff training, the Management and several key personnel attended a course in

ATTENDANCE OF EXCO MEETINGS IN FY2017		Present	Total	%
Jimmy Lim Hock Seng	President Chairman—Endowment Fund	10	10	100
Dr Khong Poh Wah	1 st Vice President	9	10	90
Wong Kian Keong	2 nd Vice President	9	10	90
Raymond Tay Teck Chye	Honorary General Secretary Chairman—Lifestyle, Wellness & Youth	7	10	70
Tham Choon Kin	Honorary Assistant General Secretary Chairman—Facilities	10	10	100
Tay Choon Mong	Honorary Treasurer	7	10	70
Roddy Mu LiGuo	Honorary Assistant Treasurer Chairman—Outreach	4	10	40
Jasmond Chua Wee Lin	Chairman— Membership Development & Services	8	10	80
Victor Lye	Chairman—Food & Beverage Chairman—Sports	7	10	70
Gerald Ng Ti-Lui	Chairman—Communications & Marketing	5	10	50
Dr Damian Tan Seng Hong	Chairman—Entrepreneurship Co-Chairman—Social Responsibility	1	10	10
Jeffrey Lam Boon Kee	Co-Chairman—Social Responsibility	10	10	100
Dato' Ramasamy Ramesh	Co-opted Member	0	10	0
Wellon Chou Wei Long	Co-opted Member	5	10	50
Adrian Cheong Mun Tien	Co-opted Member	3	10	30

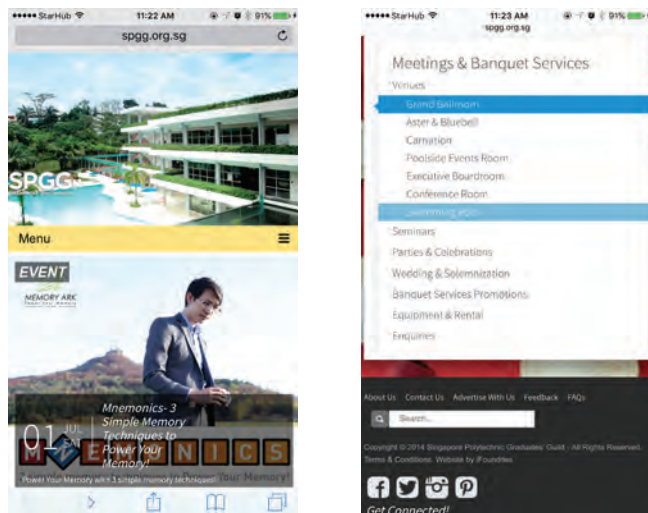
EXECUTIVE REPORT

understanding the Personal Data Protection Act, while the Maintenance staff attended a course in Basic Operating Conditions and Maintenance for Air-Conditioning Systems by Daikin. With the new skills of the Maintenance staff, they are now better equipped in the daily maintenance of the Guild's air-conditioning systems and on-site repair.

COMMUNICATIONS & MARKETING

Chairman: Mr Gerald Ng Ti-Lui

In early 2017, SPGG initiated a project to leverage on Google AdWords to advertise the Guild's F&B, especially its Banquet services. To maximise the effect of the AdWords campaign, the Guild's website was transformed into a mobile-responsive platform. Data analytics showed that a majority of online searches for banquet services were done on mobile devices such as smartphones and tablets. The result was a higher number of banquet enquiries, especially for weddings, baby showers, and company seminars.



SPGG's website when viewed on a smartphone

The quarterly Fission magazine underwent a change in late-2016 with a new 'coffee table-style' layout. Other than a desire to aesthetically revamp the publication, the change was also a result of economics—due to rising publication costs and a need to balance the budget—but also to appeal to a younger generation of digitally-savvy readers who are used to interactive content.

There will be more changes to Fission in the months to come. In time, the printed version will likely give way to a digital version with more features than the current pdf version available on the Guild's website. Interactivity will be a main feature with future issues of Fission.

Social media platforms and email blasts will continue to be the Guild's primary channels of communications to members. The frequency of posts on the Guild's Facebook, Instagram, and Twitter have increased, especially in the areas of upcoming events, recent events coverage, F&B promotions, notices, and occasionally pictures of members enjoying themselves in the clubhouse.

With the addition of an in-house graphics designer to the Marketing & Communications team, the Guild's advertisements improved significantly, resulting in better visual communications.



Previous layout (top), and new layout (below)

In an effort to reach out to an audience beyond the membership of the Guild, the Management held a productive and engaging meeting with representatives from the Lin Chamber of Commerce Singapore, and the Singapore Kityang Huay Kwan, to discuss opportunities for collaboration. The meeting was initiated by former SPGG President, Dr Lim Boh Soon. Through this meeting, the Guild and the Lin Chamber began to co-market their events and promotions to each other, primarily through their Facebook pages.

The same arrangement was done with Singapore Polytechnic Alumni, the Marketing Institute of Singapore (MIS), the Management Development Institute of Singapore (MDIS), and the Singapore Chapter of the Adelaide University Alumni Association (AUAAS), and other tertiary institutions and partners.

EXECUTIVE REPORT

ENDOWMENT FUND

Chairman: Mr Jimmy Lim Hock Seng

The SPGG Endowment Fund (EF) was launched in February 2013, with the aim of helping needy and deserving SP students—who would have otherwise fallen through the cracks of existing financial assistance schemes—to continue with their SP education. The effect of this is a virtuous cycle of giving, and ignites the SP spirit of giving back. So far, the beneficiaries of the fund have pledged to give back by helping other needy SP students in the future, which is quite heart-warming.

Like the past year, the EF Committee—comprised of Mr Jimmy Lim, Mr Tay Choon Mong, Mr Wong Kian Keong, and Mr Jackson Chua, with advisors Mr Yeo Keng Joon, and Mr Tan Hang Cheong—continued their selfless effort to raise awareness of the Fund by reaching out to existing and potential donors. Potential donors were identified from SP alumni, small-and-medium enterprises, SGX-listed companies, and charity foundations. The awareness campaign had reached out to 215 potential new donors, and 63 existing donors. \$22,000 in donations was received from SP alumni, and \$47,500 from existing donors—a total of \$69,500 was received during this campaign.

This year's EF student interviews were held on 26 May 2017, and 96 students were interviewed for 86 bursaries. The interviewers were made up of EF Committee members, and a number of current donors. The 96 students were shortlisted by SP's Student Service Centre.



Ms Chen Yun, Ms Nivani, and Mr Aloysius See

The annual EF Beneficiaries-meet-Benefactors Dinner was held on 16 June 2017, and was co-hosted by SP's Principal and CEO, Mr Soh Wai Wah; and the EF Committee. During the Dinner, three student beneficiaries—Ms Chen Yun, Ms Nivani Elangovan, and Mr Aloysius See—went on stage and spoke about their appreciation to the donors of the EF, and

how grateful they were. Two donors—Mr Goh Teik Poh and Mr John Lim—shared their experiences of supporting the cause and encouraged the students to press on. For the evening's entertainment, the SP Compere Club provided the master-of-ceremony, and the SP Chinese Music & Cultural Club performed a medley of *xinyao* songs. From this Dinner, donations amounting to \$80,000 were received, with several donors pledging to raise more funds.



The EF Committee, donors, and Principal and CEO of SP, Mr Soh Wai Wah (back row, right)

As at end-July 2017, the EF has raised \$2.039 million, and awarded a total of 301 bursaries since its inception. The contributions to the EF are administered by SP, with much assistance from SP's Department of Student Development & Alumni (DSA), Department of Student Services, and Department of Finance, and the Guild is grateful for their assistance.

Gratitude and thanks go to the many donors who contributed generously, and therefore helped our needy students in their time of need.



The SP Chinese Music & Cultural Club

EXECUTIVE REPORT

ENTREPRENEURSHIP

Chairman: Dr Damian Tan Seng Hong

The BIG Idea business pitching and networking event continues to be a mainstay in the Entrepreneurship Hub pillar of SPGG. The fourth BIG Idea was held on 1 December 2016, and the fifth event on 8 June 2017. The fifth event included a qualifying stage and a Master Class for qualified start-ups—these were created to improve the quality of presentations during the main event.

BIG Idea 4 on 1 December 2016

Eight teams squared off in front of a panel of tough investors and experienced entrepreneurs, and pitched their business ideas, in the hopes of turning their BIG Ideas into reality.

Despite the intense competition, and the many excellent ideas that were pitched, the BIGGEST Idea eventually went to YoloPay. The start-up's idea was to use an app to help families manage and spend their money responsibly, by empowering parents with better control processes and provide insights to manage their households better through their own 'banking' platform.

The evening ended with a post-event networking session between the start-ups, judges, and the audience.

BIG Idea 5 on 8 June 2017

The Guild's fifth BIG Idea was held at the Bluebell Room, and the audience witnessed five startups from various industries pitch their ideas to a panel of judges, and investors in the audience.



Dr Damian Tan giving his feedback

The five start-ups and their pitches were:

- Capital Cranes Global Pte Ltd—innovative construction tower cranes
- Bttrigical Pte Ltd—precise measurement of water in static crude oil
- K. Godfroy Cosmetics—high-quality cosmetics for professional men and women in their mid-20s to 40s
- ToursOnTheWeb—scalable internet software for complex itineraries of tours, activities, and cruises
- weweprotect—peer-to-peer insurance

The winner was Ms Kathleen Godfroy from K. Godfroy Cosmetics. Her pitch offered cosmetics which had high-quality ingredients which were rich in pigments, waterproof, smudge-free, and long-lasting, and were FDA and halal-certified, and not tested on animals. The cosmetics were clinically tested and had no reports of skin allergies.

The three judges were Mr Daniel Tan (President of Singapore Polytechnic Entrepreneurs' Club), Mr Prashant Chainani (Managing Director of Royal Academy Pte Ltd), and Mr Cesare Tagliaferri (Chief Technology Office of The Stakeholder Company).

The event would not have been a success without the support of the SP Entrepreneurs' Club, the Angel Investment Network, Leighton Nielsen, The Stakeholder Company, Tri5 Ventures, and The French Cellar, and the members who attended the event.



The BIGGEST Idea was K. Godfroy Cosmetics

EXECUTIVE REPORT

FACILITIES

Chairman: Mr Tham Choon Kin

A number of repairs, replacements, and additions were made in FY2017. As part of the Guild's corporate governance policies, all expenditures were presented for the EXCO's approval. This process may have resulted in some delays and postponements, but it is better for the Guild as a whole to practice financial prudence. Maintaining an aging clubhouse's facilities and equipment is a physical and financial challenge—given the Guild's constrained revenue. However, the Guild's team of maintenance men, housekeeping cleaners, and their Operations Manager keep the clubhouse going, and ready for use by its members and their guests.

Timely maintenance with minimum disruption to facilities operations continues to be a major effort in the upkeep of the clubhouse.

Supply of Electricity

The Guild kept a close eye on the increasing operating costs in electricity, and thoroughly analysed the comparison quotations from the Guild's current electricity supplier and various other suppliers in the market. After much review, the current supplier was selected, with a competitive quote that resulted in 29% savings per quarter.

Supply of Gas

The Guild's gas supply costs were also closely monitored, and quotations were sourced from the current supplier and other gas suppliers. After comparing the quotations, the current supplier was found to be the most competitive quote at a reduced amount. The savings generated from the renewed contract resulted was 26%.

Swimming Pool Lights

There are a total of 29 pieces of 50W lights in the swimming pool—three pieces in the child's wading area, and 26 pieces in the main area. Previously, a significant number of lights were defective and needed to be replaced quickly. Several quotations for energy-saving LED lights from swimming pool light suppliers were collected for comparison.

The quoted prices varied from each supplier, so two types of lights—20W and 35W—from each supplier were installed in the pool, for analysis over a trial period of three months. After much deliberation between the EXCO and the Management, the 20W light was chosen, but only for 14 pieces instead of the full 26 pieces. This was mainly due to feedback from regular swimmers that if all 26 LED lights were installed, the swimming pool would appear be too bright, and would not be conducive for swimming. Hence, it was also decided to replace the lights in

an alternate pattern. The cost savings from the difference of 12 pieces of 20W lighting totalled \$2,220.

Stainless Steel Grab Rails

The pedestrian path beside the round-about at the entrance of the clubhouse had long been a challenge for the elderly and children—especially during wet weather—as the pebbled path could be quite slippery due to wear and tear. Several incidents of people falling were noted, and after receiving feedback from members, stainless steel grab rails were installed on 28 February 2017 at a cost of almost \$12,682. Although it was an unbudgeted cost, the Management—with the support of the EXCO—proceeded with the installation, out of safety considerations.



Grab railings at the main entrance

Male Wellness Centre's Steam Room

The Steam Room suffered a short circuit on 30 May 2017, and upon inspection it was revealed that water moisture had seeped through the light fixtures. Maintenance staff attempted to replace the light fixtures, but discovered that the entire framework supporting the lights were corroded, and would collapse if they proceeded. As a result, the Management temporarily closed the Steam Room and sourced for suitable contractors to replace the entire ceiling support grid. During an inspection of the steam generator, maintenance staff discovered that the steam generator controller was shorted out as well. The problem was exacerbated by the fact that spare parts for the generator were not readily available in Singapore, as such parts are not usually kept in storage, and only produced upon confirmed orders.

The repairs could not be completed quickly, as time was needed to get comprehensive and competitive quotations from experienced contractors to provide a solution which could prevent the same issued from occurring again in the future. In total, the repair works took almost three weeks to complete, and the Steam Room was opened for use on 22 June 2017.

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Gym Exercise Bikes

The gym's two Precor Upright Exercise Bikes—which were installed on 5 October 2000—became faulty, and could not be repaired as the models were obsolete. After careful consideration, an Upright Bike, and a Spin Bike were purchased—the popularity of Spinning exercises was a factor in purchasing a different machine. The replacements were done on 22 May 2017, at a cost of \$3,798.

Other areas of the clubhouse that are constantly monitored are energy efficiency, waste management, and water conservations, which are achieved using energy-saving appliances, and adhering to standard operating procedures.



Precor's Upright Bike (left) and Spin Bike (right)

FOOD & BEVERAGE

Chairman: Mr Victor Lye

The past year has seen SPGG's F&B make much improvements in the food quality and service quality, despite the challenges it continues to face. Emphasis was also placed on creating new menus, and value-for-money sets.

Revamped Menus

One of the first areas to change was the recruitment and redeployment of appropriate chefs in relation to the cuisine of the F&B outlets. For example, The Restaurant was serving predominately Chinese cuisine, until a Western-trained chef was transferred to The Restaurant's kitchen.

The menu of The Restaurant was revamped to include Western dishes, as well as new and popular Chinese dishes. The new menu's Chinese cuisine is now complemented by Western dishes, to appeal to the changing tastes of frequent and new diners in The Restaurant.

The Poolside Café's menu also went through a revamp—it was the first menu to be revamped in the beginning of the financial year, before The Restaurant's menu went through the same in the later part of the year. The Poolside Café menu's revamp was based on its kitchen capacity and frequent patronage on weekends.

The Restaurant

Starting in January, the F&B department with Executive Chef Bob Ko prepared the new year with the usual Chinese New Year Reunion Dinner set, and Chinese New Year Lunch and Dinner sets, but with greater focus on value-for-money. The success of the Chinese New Year sets gave the department the idea to modify the sets, where an entire family could enjoy all year round. The result was the Longevity Menu, which included dishes like the Assorted Chinese Cold Cuts, and Deep-Fried Butterfly Crispy Chicken—the Longevity Menu is specially catered for birthday celebrations, and gatherings of friends and family.



Spicy Song Fish Head at The Restaurant

Poolside Café

The Poolside Café's new menu included brand new Japanese-inspired dishes, such as Tori Karaage, Pan-fried Gyoza, Beef Teriyaki Burger, and Japanese House Salad. The Poolside Café continues to attract students, and parents who accompany their children to the weekend swimming classes.



Beef Teriyaki Burger at the Poolside Café

EXECUTIVE REPORT

The Coffee Hub

As some members may have noticed, a \$1 coffee/tea promotion has been going on for some time, and has proven to be quite popular amongst the breakfast crowd, and attendees of the private functions in the banquet rooms. Initially limited to weekdays from 9am to 12pm, the promotion was extended until 3pm.

Marketing F&B beyond SPGG

The Guild also made improvements in its visual presentations in posters and digital media, and by ramping up its F&B outreach to the community outside of SPGG:

SPGG as an F&B merchant

The Guild was invited by SP's Department of Student Development and Alumni Relations (DSA) to be included as their merchant partner, and SP Alumni Card owners were entitled to a 10% discount on à la carte menus in the Guild's F&B outlets. As a merchant partner, the Guild could create more awareness to SP alumni, and promote its F&B more. The Guild was also invited by the Management Development Institute of Singapore (MDIS) and ASA Holidays.

Managing Resources at the Poolside Café

Fulfilling the requirements of the halal certification at the Poolside Café had affected F&B operations—when there was a change in the menu, MUIS approval was required; promotions from The Restaurant and The Coffee Hub (which are non-halal outlets) could not be displayed at the Poolside Café; and cutlery, crockery and kitchen equipment from other outlets could not be used in the Poolside Café. These restrictions affected F&B's limited resources. After considerable deliberation, it was decided to discontinue the renewal of the halal certification. However, since early 2017, the Poolside Café continues to serve its food with no pork and no lard.

Banquet

Banquet sales remains the Guild's core focus in lowering the cost of managing all of the in-house F&B outlets. Given the current sluggish economic climate, the Guild has had to compete with other clubs, hotels, restaurants, and other banquet service providers—an extremely competitive market in Singapore. Not only does the Guild's banquet packages have to be attractive to price-sensitive clients, the Banquet staff must also be resourceful and creative during negotiations with prospective clients, and the staff must also be able to meet the changing requirements and expectations of clients.

To enlarge the pool of prospective Banquet clients, the Guild engaged the services of a marketing consultancy through Google's AdWords platform, by advertising the Guild's packages with pay-per-click

advertisements, and website and mobile display advertisements. The results after several months were encouraging, as much more enquiries were received, and this marketing effort will continue for the foreseeable future. In addition to these efforts, the Banquet staff re-engaged past clients and keep close ties with present clients, to lay the foundation for continued business with them.

Staff Training

To equip the Guild's F&B staff with skills to deliver better service standards, in-house training began with senior F&B management staff leading workshops in the areas of food handling, service recovery, handling enquiries, and engaging customers for feedback. Given the budget available, recruiting the most appropriate service staff while managing staff turnover, is a considerable challenge. The majority of the Guild's service staff are foreigners, and with their limited qualifications and experience, their training will not be comparable to those from top restaurants. The Management is approaching these challenges with slow but steady improvement.

LIFESTYLE, WELLNESS & YOUTH

Chairman: Mr Raymond Tay Teck Chye

In an effort to bring more vibrancy to the Guild, more events were added to the events calendar, and it has been a busy year with many events held in the clubhouse, and externally. Five of the these were very well-attended, and were popular enough to organise similar events in the near future.

Morning Marketing at Jurong and Pasir Panjang on 14 March 2017

Participants gathered very early in the morning to trek from Marina Bay to the wholesale markets in Jurong and Pasir Panjang that supply fresh foodstuff to home and commercial kitchens in Singapore.

Despite the early hours, they were energetic enough to bring home freshest produce and seafood they could get their hands on.



From Marina Bay to Jurong and Pasir Panjang



Participants had the pick of the freshest produce available

Kimchi-making Workshop on 8 April 2017

The Tongbaechu Kimchi-making workshop was led by Korean native Mrs Gloria Kwon, a kimchi connoisseur, and former restaurateur. The workshop had participants learn to make homemade kimchi with ingredients that were easily available at the local supermarket, and use it to make Korean dishes like kimchi soup, kimchi fried rice, and much more.



Getting their hands into homemade kimchi

Cooking with Essential Oils on 6 May 2017

Participants of this cooking class learned that essential oils weren't just for use in aromatherapy, but also in cooking. They learned that the oils were extracted from plants, and had potential health benefits, in addition to improving the flavour and aroma of almost any cuisine.



Essential oils can improve flavour and aroma

4 Days, 3 Nights Escape to Malaysia from 9 June to 12 June 2017

The tour to Kuala Lumpur, Bentong, Raub, and Cameron Highlands was fully booked almost immediately after the publicity of the event started. The school holidays allowed the participants to go on the tour as a family and they were not disappointed. They got to see the many sights along the way, and indulged in the various cuisines that Malaysia is famously known for. The post-trip feedback was so positive and encouraging, that more such trips will be planned in the event calendar for the next financial year.



The tour group at Cameron Highlands



Food is always a feature of the tours



Scenic landmarks galore

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Feng Shui Workshops on 19 January, 25 April, and 27 July 2017

All three Feng Shui workshops—Feng Shui for the home, living space, and in architecture—proved to be the most popular in-clubhouse events. The workshops were conducted by Mr Alex Low, Chief Consultant from The Metaphysics Consultancy, and the number of participants grew steadily until both Aster and Bluebell rooms had to be combined to accommodate the third workshop. It is very likely that we will hold more such workshops in the future.



Feng Shui proved to be a popular subject

The Guild organised almost 20 events, and the top three events that attracted over 100 participants—of which 76% were members—were the Leadership Dialogues, Lifestyle events, and local and overseas outings. The Guild will continue to organise events and activities that engage as many members and their loved ones as possible. Members are welcome to write in suggestions for events and trips, so that future events are more targeted to members' needs.

Youth Chapter

In FY2017, the Youth Chapter partnered with the Apex Club of Singapore (Bukit Timah) to give back to the community. The Apex Club is managed and operated entirely by volunteers, with no expenditure on administration and manpower costs. For their community programmes, volunteers are needed to help with the distribution and home delivery of groceries to the elderly, home interviews for potential beneficiaries, and organise outings for the elderly.

In their Food Distribution Programme, SPGG's Youth Chapter got into the act, and helped the Apex Club to raise funds from SPGG members to purchase additional food parcels—in the form of rice, fruits, vegetables, and 3-in-1 Milo® drinks. The initial target of food parcels was 250, but due

to the overwhelming response, 526 parcels were purchased. Together with student volunteers from Singapore Polytechnic, the parcels were distributed on two dates—10 December 2016, and 14 January 2017, in order to benefit more needy elderly residents.



EXCO members at the food distribution



SP Student volunteers



Proudly bearing both names

EXECUTIVE REPORT

MEMBERSHIP DEVELOPMENT & SERVICES

Chairman: Mr Jasmond Chua Wee Lin

Membership clubs in Singapore have generally weathered the socioeconomic storms of the past 50-odd years, but the industry continues to face challenges, such as the increasing difficulty of attracting and retaining members due to changing lifestyles, increased competition, and an uncertain economic climate.

To create the awareness of SPGG to new SP students, and build a strong connection to current students, the Guild's Membership staff took part in the SP Freshmen Orientation CCA (co-curricular) Carnival—a three-day event from 25 to 27 April 2017 organised by the Department of Student Development and Alumni Relations (DSA) to reach out to first-year students, and students took part in a contest to win SPGG F&B vouchers.

During the 16 sessions of Convocation from 2 to 9 May 2017, the Guild reached out to the graduates and their family and friends, to promote the various SPGG membership packages. DSA had been very supportive in the Guild's outreach to graduates through their social media. SP Schools had also been supportive in bringing back their alumni to SPGG—graduates in the Diploma of Material Science held their alumni gathering session, and the School of Electrical and Electronic Engineering held their annual Alumni Lo Hei reunion dinner at the Guild.

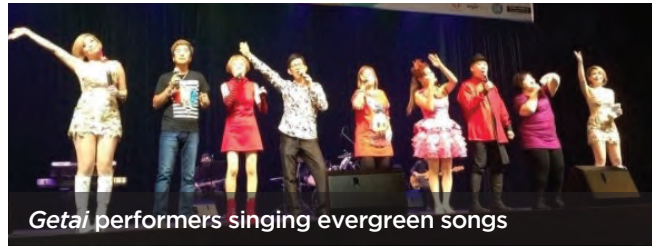
Collaboration with Community Chest

This year, the Guild let its presence known through a collaboration with Community Chest, as a sponsor for an event called *Being Your Own Heroes: Ability Redefining the Society*—a *getai* held at Kreta Ayer People's Theatre and organised by the Nanyang Technological University (NTU) and the People's Association Youth Movement, with Guest of Honour Dr Lily Neo.

Familiar *getai* performers such as Babes, Desmond Lim, Tay Ying Ying, and Sam Loo gave renditions of old but gold all-time favourite songs in a music extravaganza, and an entertaining comic skit.



Mr Jasmond Chua (second from right), receiving a token of appreciation at the Community Chest event



Getai performers singing evergreen songs

The event's performances raised awareness of people with special needs, such as intellectual disability, physical disability, and deafness. Attendees were representatives of small-and-medium enterprises, NTU staff and students, and members of the public.

Term Membership for extended family members

Through a series of advertisements, members were encouraged to recommend their extended family members to join SPGG in a One-Year Term Membership. Privileges of the Term Membership included waivers of monthly subscription fees and minimum spend levies, full access to the Guild's facilities, and the standard 15% members' discount at F&B facilities. A total of 18 Term Members were recruited in the financial year.

OUTREACH

Chairman: Mr Roddy Mu LiGuo

In the area of raising SPGG's profile through outreach, the Guild has extended and expanded the Ministerial Dialogue Program—which was created seven years ago—and evolved it into the Leadership Dialogue Series, with the objective to educate, inspire, and instil leadership values and qualities among SPGG members and the SP community, by learning from our national leaders, industry captains, and business champions.

In FY2017, the Guild hosted

- Then-GIC Group President, Mr Lim Siong Guan;
- Minister for Education (Higher Education and Skills), and Second Minister for Defence, Mr Ong Ye Kung; and
- Former Senior Minister of State for Law, and Home Affairs, Associate Professor Ho Peng Kee.

The topics ranged from the economy, and foreign policy, to leadership, perseverance, and honour. Audience members of the dialogues benefit immensely from the speakers who share their professional and personal experiences. The speakers greatly inspire the audience with their unique perspectives and their philosophies of life.

In Conversation with Mr Lim Siong Guan

Mr Lim Siong Guan spoke to an eager audience about themes such as honour, relationships, family, leadership, and life in general. He began with a video

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monologue from business magnate Jack Ma, and presented a slide show of his views on honour. The dialogue ended with a lively Q&A session with the audience, who appreciated his dry wit and candour.



Mr Lim Siong Guan with Professor Tan

In Conversation with Mr Ong Ye Kung

A few months later, SPGG's President, Mr Jimmy Lim, began the dialogue with comments about 2016 being "a year of surprises"—notably Brexit, the election of U.S. President Donald Trump. Regionally, the 'Terrex' incident in Hong Kong, and tensions between China and the U.S.—Singapore's largest trading partners—proved challenging for the nation. In addition to these, the global trade outlook, and rising retrenchment in Singapore, coupled with a deteriorating labour market, was a cause for concern for small and medium enterprises, and students graduating from tertiary institutions.

Mr Ong spoke at length on these topics, as well as specific questions from the audience, who mostly asked about the economy and education.



Mr Ong Ye Kung with Professor Tan

In Conversation with Assoc Prof Ho Peng Kee

Moderated by Mr Viswa Sadasivan, dialogue with Prof Ho was an enlightening experience for the attendees, with Principal and CEO of Singapore Polytechnic, Mr Soh Wai Wah, various SP Directors and Deputy Directors, and Chairman of SP' Board of Governors, Mr Bill Chang in attendance.

Prof Ho spoke on the topics of leadership, and took examples from his experience in NUS, the Home Affairs Ministry, and the Ministry of Law, and as a former Members of Parliament in Nee Soon East.

The Guild thanks World Scientific Publishing for co-organising some of the dialogues, and linking the Guild with the speakers.



Professor Ho with Mr Viswa Sadasivan

Many thanks also go to the two moderators who made the dialogues even more insightful and entertaining—Mr Viswa Sadasivan, CEO of Strategic Moves Pte Ltd, and former Nominated Member of Parliament; and Associate Professor Tan Hwee Hoon from the Singapore Management University's Lee Kong Chian School of Business. Both moderators facilitated the dialogues with tact and skill, and framed the conversations between the speakers and the audience while covering diverse views and experiences, while maintaining a respectful degree of levity.

More dialogues will be scheduled in the months to come—future speakers will include more personalities in the business world, such as captains of industry and technopreneurs.

SOCIAL RESPONSIBILITY

Co-Chairman: Mr Jeffrey Lam Boon Kee

Co-Chairman: Dr Damian Tan Seng Hong

Due to the success of 2016's Cycling for Charity event—where the Guild raised more than \$40,000 for The Singapore Association for the Deaf—Community Chest informed the Guild in August 2017 via a letter that SPGG would be presented the Special Events Silver Award for "outstanding contributions in support of Community Chest from 1 April 2016 to 31 March 2017". The Guild's "generous support has enabled Community Chest to empower individuals, their families and the social service organisations to build a caring, collaborative and impactful social service ecosystem."

This recognition is a proud achievement for SPGG, and a testament to the spirit of charity and volunteerism of SPGG members, the SP community, and the Guild's various partner organisations and individuals. Giving back to the community is as much a part of SPGG as it's commitment to its alma mater, and will continue to be so as long as SPGG is here.

EXECUTIVE REPORT

To this end, the Guild continues to look for eager volunteers, whether they are from the membership, or students and alumni of SP. Any form of assistance would be appreciated—providing physical support during activities, giving donations, sponsoring events, or simply providing introductions to individuals and organisations who can provide the above mentioned details.

Members who would like to volunteer their time and services for the Guild's future social responsibility events can email to connect@spgg.org.sg.

SPECIAL DEVELOPMENT PROJECTS

Chairman: Mr Wong Kian Keong

For the past year, several ideas were looked into to maximise the under-utilised areas of the Guild, such as the rooftop, but the resources needed to convert these areas into revenue-generating platforms would be immensely considerable, with much of the resources going to pay for major renovation works. Limitations of fixed emplacements such as the rooftop pumps and generators, or limited equipment such as having only one lift for the whole clubhouse, are additional factors in the challenge to improve under-utilised areas. Nevertheless, ideas will continue to be explored.

Since the Singapore Government's Smart Nation initiative in late 2014, there has been much progress in the application of digital solutions for the nation's citizens, residents, and businesses—via the creation of better living and working environments through technology-enabled solutions—with particular emphasis of using info-comm technologies, networks, and big data.

To that effect, the Smart Nation and Digital Government Group (SNDGG) was formed under the Prime Minister's Office for the following responsibilities: (1) Apply digital and smart technologies to improve citizens' lives in key domains, in partnership with other government agencies, industry, and the public; (2) Develop the digital enablers and platforms for Smart Nation, to grow economic value and catalyse innovation by companies and citizens; and (3) Drive digital transformation for the public service, to strengthen Government ICT infrastructure and improve public service delivery.

SP has been supporting the initiative by conducting many Research & Development (R&D) projects with industry partners, especially in the areas of renewable energy, and water management. With the availability of technologies—especially through the Internet-of-Things (IoT)—it was timely that SPGG

was in a position to collaborate with SP and align itself to the initiative, to integrate the R&D of SP's projects into the Guild's Smart Clubhouse project, by leveraging on SP's R&D prototypes and test them in a real-world operational setting like the Guild's clubhouse.

So it was on 31 October 2016 that a Memorandum of Understanding was signed between SPGG and SP to collaborate on the development of smart-and green technologies in the form of IoT, for use in the management of facilities in the Guild's premises.

The Memorandum of Understanding will involve the School of Electrical and Electronic Engineering (EEE), School of Architecture & the Built Environment, Department of Industry Services, Department of Technology, Innovation & Enterprise (TIE), and TIE's Advanced Materials Technology Centre.



From left: Mr Loon Yeong Tai, General Manager of SPGG, Mr Jimmy Lim, Mr Lim Peng Hun, and Mr Loh Yew Chiong, Director of SP's School of Electrical and Electronic Engineering

SPGG's Vice President Dr Khong Poh Wah is representing the Guild in heading this project, and through his efforts, the Guild hopes to integrate the items of this collaboration with its Enterprise Resource Planning platform (to be implemented in phases), for the improvement of the clubhouse's operations. The objective is to create a more productive and efficient environment, and to elevate members' experiences in the clubhouse to the next level. These achievements should place the Guild in a better position to meet future challenges.

SP's particular expertise in the clubhouse is:

- Intelligent network-based efficient facility management—lighting, air-conditioning, smart meters;
- Integrated green energy sources to enhance energy efficient and security—solar photovoltaic cells;
- Dynamic environmental monitoring for water quality and leakage alerts;

EXECUTIVE REPORT

- Application of new coating materials to enhance building energy efficiency, reducing maintenance and cleaning costs; and

- IoT networking and integration centre, for overall system monitoring and control.

The project will take three years to complete, and will involve researches, lecturers, and students from SP—for students, it will be an invaluable experience, as it forms a part of their internship programme, study projects, and practical 'on-the-job' skills. SP will also be able to showcase their integrated technologies to prospective industrial buyers.

SPORTS

Chairman: Mr Victor Lye

Bowling Section

In addition to the Monthly Bowling Medals, and the friendly games with the bowling team from National University of Singapore's Business School Alumni (NUSBSA), the Bowling Section held its Annual Bowling Championships from 19 June to 15 July 2017, and players competed in the Graded Division, Youth Division, Senior Division, Men's Open Division, and Women's Open Division—with all the players treated to a Victory Dinner on 15 July 2017. The younger bowlers won in every category except for the senior division—which was won by Bowling Section member Mr James Chua.



SPGG's EXCO and NUSBSA players

Events also organised by the Bowling Section were:

- 18 October 2016: Bowling Friendly with NUS Business School Alumni
- 19 November 2016: Year-End Fun Bowl
- 26 November 2016: Grand Medal Finals
- 26 February 2017: SPGG vs Chinese Swimming Club

- 1 April 2017: Bowling Section Appreciation Fun Bowl

- 24 June 2017: Bowling Clinic

- 28 May 2017: Interclub Bowling with Singapore Recreation Club

- 10 June 2017: Mid-Year Fun Bowl

- 19 June to 15 July 2017: Annual Bowling Championships

Running Interest Group

The Running Interest Group meets regularly to run on SP's Sports Complex track, and occasionally takes part in national running events like the Standard Chartered Run, representing SPGG.

They also take part in SP's annual Poly 50 run, where students, faculty, and alumni run 50 times in a designated path in campus.

The Running Interest Group is always looking to recruit more running enthusiasts, and welcome beginners and veterans of all ages.



The Poly 50 Campus Relay Run in SP



The Running Interest Group before Poly 50

EXECUTIVE REPORT

Golf Passion Group

Since its launch in late-2015, the Golf Passion Group has been active in organising 18-hole games, and included a golf clinic for players to refresh themselves on the basics. Managed by Golf Captain Mr Victor Lim, the Golf Passion Group continues to attract novice and regular players to its games.

Back to Basics Golf Clinic on 11 November 2016

Eleven players of various skills levels in golf were treated to a two-hour golf clinic on a balmy Friday evening at the scenic Marina Bay Golf Course.

The golf coach was Mr Jimmy Aw, a member of the Singapore Professional Golfers' Association, from Star Golf Academy. Participants learned basic posture, gripping, and how to achieve a longer drive, along with improving accuracy, and their short game.



Back-to-Basics Golf Clinic at Marina Bay



Golf Coach Mr Jimmy Aw teaching putting

18-Hole Morning Golf in Johor on 28 April 2017

Six golfers—SPGG members, and SP alumni—got up very early to make their way to the Tanjong Puteri Golf Resort in Johor, Malaysia, to play an 18-hole game—the Golf Passion Group's very first 'overseas' game.

After a quick breakfast, the golf gang proceeded to the Resort's Plantation course, and played under a beautiful overcast sky with just the right amount of sunshine and humidity.

The early game meant that only a handful of flights of other players were on the green, which allowed the SPGG players to take their time to enjoy themselves. They ended their game with a delightful lunch at the Golfer's Cafe—an open-air terrace overlooking the 9th and 18th hole of the Plantation course.



Morning Golf in Johor Baru, Malaysia



Mr David Chan preparing to swing

Night Golf at Orchid Country Club on 27 July 2017

Three flights of golfers registered for the Golf Passion Group's first night golf game—with the third flight of players coming from the Marketing Institute of Singapore (MIS). The SPGG players were all veterans in their 60s, and all the players had intimate experience playing the courses at Orchid Country Club, but it was still an interesting experience playing at night.

TREASURER'S REPORT

Honorary Treasurer: Mr Tay Choon Mong
Honorary Assistant Treasurer: Mr Roddy Mu LiGuo

Overall Financial Performance

The Guild's overall income increased marginally by 1%, from \$12.54 million to \$12.68 million, while operating costs increased by almost 2%. Operating Surplus before depreciation and tax for financial year ended 31 July 2017 was \$558,523—a 10% decline from last financial year of \$623,846.

Membership

Membership fees collection was \$959,372. 302 new members were recruited, of which about 21% were Ordinary membership.

Other than the conventional recruitment channels such as the SP Freshmen Orientation and Convocation, the membership staff also conducted club tours for prospects from corporations, and generated potential membership leads through a number of collaborations and joint activities with external organisations such as Community Chest, ASA Tours, and others. This created a greater awareness of SPGG and the services the Guild could offer.

Food & Beverage (F&B)

F&B income was \$1.1 million—a 5% decline from the last financial year due to stiff competition from other clubs, and the myriad of choices of public F&B establishments.

Managing in-house F&B outlets has always been a challenge, and in every Executive Committee meeting, there was in-depth discussion on turning around F&B, particularly in banquet. Other than engaging a marketing consultant to promote the Guild's banquet services through digital platforms, the Guild also streamlined the website to be more mobile-friendly and improve search engine optimisation. In addition to these efforts, the Guild offered an incentive to member who introduce new banquet clients to the Guild. Flyers and emails were sent to notify members about this incentive.

In The Restaurant, Executive Chef Bob Ko created a Longevity Menu to cater to members celebrating their birthdays. Members aged 60 years old and older may have received calls from F&B managers who enquired if they would like to celebrate their birthdays with their loved ones at The Restaurant. The Longevity Menu could be customised for different occasions other than birthdays, and for requirements within the capabilities of our Chefs.

Optimisation of Cash Flow

Members have suggested optimising our cash on hand through increasing Fixed Deposit (FD)

placement of higher yield. After due considerations and comparing interest rates from various local and foreign banks, the Guild increased its FD placement from 20% to more than 50% during the financial year. In the next financial year, the Guild can expect to see a higher interest income when these FDs mature.

Loan with Singapore Polytechnic

The balance outstanding loan with SP as at the financial year end stands at \$375,000. With a healthy cash reserve, the Guild is confident in fully redeeming this loan at the scheduled timeline of July 2018.

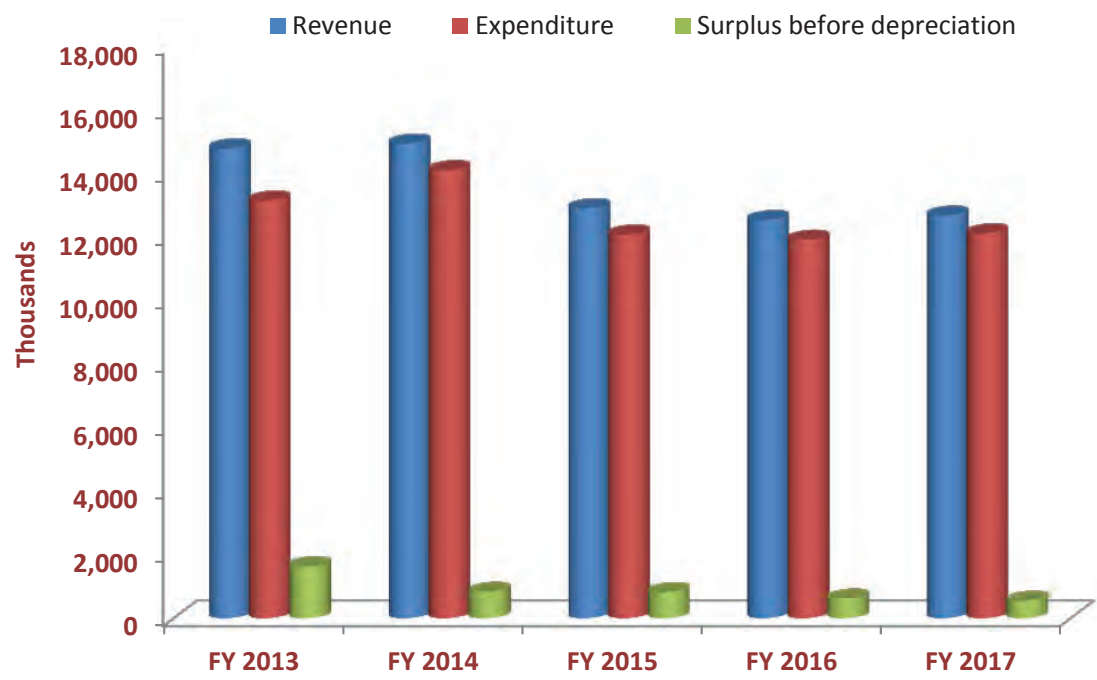
Next: Smart Clubhouse

The Guild embarked on a collaboration with SP to develop smart-and-green Internet-of-Things (IoT) technologies, for use in the facilities management of the clubhouse. This three-year project would help the Guild to enhance its productivity, create an efficient work environment, and enhance members' experiences in the clubhouse.

Moving Forward

The Guild will continue in its efforts to improve and transform SPGG through its four-pillar strategic initiatives of Raising SPGG's Profile, Giving Back, Entrepreneurship, and Service Quality and Vibrancy.

TREASURER'S REPORT



FINANCIAL PERFORMANCE CHART

SINGAPORE POLYTECHNIC GRADUATES' GUILD
(registered in Singapore)

AUDITED FINANCIAL STATEMENTS
REPORTING PERIOD FROM 1 AUGUST 2016 TO 31 JULY 2017

SINGAPORE POLYTECHNIC GRADUATES' GUILD
(Registered in Singapore)

STATEMENT BY EXECUTIVE COMMITTEE

FOR THE YEAR ENDED 31 JULY 2017

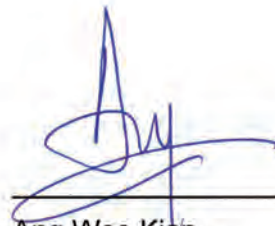
The Management of the Singapore Polytechnic Graduates' Guild ("the Guild") is responsible for the preparation and fair presentation of these financial statements in accordance with the provisions of the Singapore Financial Reporting Standards. This responsibility includes devising and maintaining a system 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 2017 and of the results, changes in accumulated fund and cash flows of the Guild for the reporting year ended 31 July 2017.

On behalf of the Executive Committee,



Lim Hock Seng Jimmy
President
Membership no.: L00216



Ang Wee Kian
Honorary Auditor
Membership no.: 1100527



Tay Choon Mong
Honorary Treasurer
Membership no.: L00042



Foo Yoon Kin William
Honorary Auditor
Membership no.: 9900120

Dated: 27 September 2017

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

INDEPENDENT AUDITORS' 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") for the reporting period from 1 August 2016 to 31 July 2017, which comprise the statement of financial position as at 31 July 2017, statement of comprehensive income, statement of changes in funds and statement of cash flows for the reporting period from 1 August 2016 to 31 July 2017, and a summary of significant accounting policies and other explanatory notes.

In our opinion, the accompanying financial statements are properly drawn up in accordance with the provisions of the Societies Act ("the Act") and Singapore Financial Reporting Standards ("SFRS") so as to give a true and fair view of the financial position of the Guild as at 31 July 2017 and of the financial performance, changes in equity and cash flows of the Guild for the year ended on that date.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the Singapore Financial Reporting Standards and the Societies Act, and such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' 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 ("SSA") 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 AUDITORS' REPORT

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

Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

As part of an audit in accordance with SSA, we exercise professional judgement and maintain professional skepticism 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 controls.
- 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 AUDITORS' REPORT

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

Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

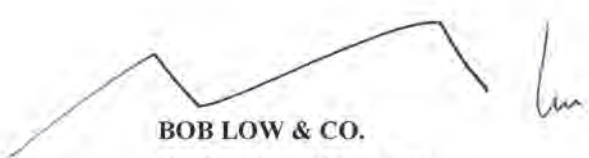
We also provide the President with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

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: 27 September 2017

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Statement of Comprehensive Income For the year ended 31 July 2017

	Notes	2017 S\$	2016 S\$
REVENUE			
F&B spending levy		78,837	77,810
Jackpot collections, gross		9,997,245	9,781,320
Membership fees		959,372	966,360
Events and sports income		20,660	29,114
Food and beverage income, gross		1,101,464	1,163,375
Advertising income		-	50
Rental of facilities		29,729	33,201
Rental of incubation offices and premises		403,920	359,654
Video games collections		1,325	1,416
Gain on disposal of property, plant and equipment		497	7,305
Late payment interest income		2,774	3,455
Interest Income		609	693
Others		83,022	116,870
TOTAL INCOME		12,679,454	12,540,623
LESS:-			
OPERATING EXPENSES			
Jackpot costs		(8,496,115)	(8,327,476)
Food and beverage costs		(349,775)	(393,441)
		(8,845,890)	(8,720,917)
ADMINISTRATIVE EXPENSES			
Employee expenses	12	(2,177,792)	(2,029,017)
Advertising and promotion		(56,697)	(37,700)
Audit Fees		(10,100)	(8,780)
Cleaning and maintenance		(42,538)	(37,758)
Event expenses		(35,882)	(35,602)
General expenses / office sundries		(47,916)	(46,911)
Insurance		(19,544)	(21,677)
Kitchenware / utensils		(4,296)	(13,670)
License / Commission fees		(3,220)	(4,286)
Meeting and AGM expenses		(16,087)	(12,187)
Membership benefit		(46,957)	(49,517)
Membership drive advertising and promotion		(12,483)	(10,876)
Merchandise cost		(228)	(450)

The accompanying notes form an integral part of these financial statements

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Statement of Comprehensive Income

For the year ended 31 July 2017

	Notes	2017 S\$	2016 S\$
ADMINISTRATIVE EXPENSES (cont'd)			
Newspaper and magazine		(1,795)	(1,604)
Postage, courier and telephone expenses		(22,675)	(20,249)
Printing and stationery		(26,471)	(32,875)
Professional charges		(15,017)	(19,475)
Property tax		(153,658)	(154,288)
Publications		(23,450)	(6,343)
Rebranding		(2,839)	(8,001)
Refreshment and food		(20,484)	(17,958)
Rental of office equipment		(7,560)	(7,560)
Repair and maintenance - Building and Equipment		(141,583)	(161,816)
Repair and maintenance - Software		(20,478)	(18,273)
Security service		(35,324)	(34,224)
Sports expenses		(36,727)	(53,088)
Transport expenses		(11,495)	(12,069)
Water and electricity		(238,550)	(296,615)
		(3,231,846)	(3,152,869)
FINANCE COSTS			
Bank charges		(43,195)	(42,991)
Net operating surplus before depreciation		558,523	623,846
Depreciation of property, plant and equipment	4	(296,144)	(372,944)
Net operating surplus before income tax		262,379	250,902
Tax expense	13	(24,477)	(27,182)
Total comprehensive income for the financial year		237,902	223,720

The accompanying notes form an integral part of these financial statements

SINGAPORE POLYTECHNIC GRADUATES' GUILD

STATEMENT OF FINANCIAL POSITION

As at 31 July 2017

	Notes	2017 S\$	2016 S\$
ASSETS			
Non-current assets			
Property, plant and equipment	4	723,760	892,889
		<u>723,760</u>	<u>892,889</u>
Current assets			
Inventories	5	25,172	25,502
Other receivables	6	216,188	168,603
Amount due from members	7	31,626	35,946
Cash and Cash equivalents	8	2,595,817	2,592,702
		<u>2,868,803</u>	<u>2,822,753</u>
TOTAL ASSETS		3,592,563	3,715,642
LIABILITIES			
Non-current liabilities			
Term loan	11	-	375,000
		<u>-</u>	<u>375,000</u>
Current liabilities			
Trade payables		215,080	190,750
Other payables	9	808,706	837,379
Subscription fee in advance	10	103,717	100,171
Term loan	11	375,000	360,000
Provision for tax		27,027	27,211
TOTAL LIABILITIES		1,529,530	1,890,511
NET ASSETS		<u>2,063,033</u>	<u>1,825,131</u>
ACCUMULATED FUND		2,063,033	1,825,131
		<u>2,063,033</u>	<u>1,825,131</u>

The accompanying notes form an integral part of these financial statements

SINGAPORE POLYTECHNIC GRADUATES' GUILD

STATEMENT OF CHANGES IN ACCUMULATED FUND

For the year ended 31 July 2017

	2017	2016
	S\$	S\$
Balances as at the beginning of reporting period	1,825,131	1,601,411
Total comprehensive income for the financial year	237,902	223,720
Balances at the end of financial reporting period	<u>2,063,033</u>	<u>1,825,131</u>

The accompanying notes form an integral part of these financial statements

SINGAPORE POLYTECHNIC GRADUATES' GUILD

STATEMENT OF CASH FLOWS

For the year ended 31 July 2017

	2017 S\$	2016 S\$
Cash flows from operating activities		
Net operating surplus before income tax	262,379	250,902
<i>Adjustments for:</i>		
Loss on disposal of property, plant and equipment	630	-
Gain on disposal of property, plant and equipment	(1,500)	(7,305)
Depreciation of property, plant and equipment	296,144	372,944
Interest Income	(609)	(693)
Operating surplus before working capital changes	557,044	615,848
<i>Changes in working capital</i>		
Inventories	330	2,171
Other receivables	(47,585)	(51,305)
Amount due from members	4,320	(13,264)
Trade and other payables	(4,343)	11,887
Subscription fee received in advance	3,546	(6,080)
Cash generated from operations	513,312	559,257
Interest received	609	693
Income tax paid	(24,661)	(23,971)
Net cash generated from operating activities	489,260	535,979
Cash flows from investing activities		
Proceeds from disposal of property, plant and equipment	1,500	14,400
Purchase of property, plant and equipment	(127,645)	(233,249)
Net cash used in investing activities	(126,145)	(218,849)
Cash flows from financing activities		
Repayment of loan	(360,000)	(360,000)
Net cash used in financing activities	(360,000)	(360,000)
Net decrease in cash and cash equivalents	3,115	(42,870)
Cash and cash equivalents at beginning of year	2,592,702	2,635,572
Cash and cash equivalents at end of year	2,595,817	2,592,702

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 2017

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

1 General Information

The Singapore Polytechnic Graduates' Guild is registered under the Societies Act on 9 June 1971 in the Republic of Singapore.

The registered address and principal place of business is at:

1010 Dover Road
Singapore 139658

The principal activities of the Guild are operation of a clubhouse and there have been no significance 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 and the Statement of Financial Position and statement of changes in funds of the Guild have been prepared in accordance with Singapore Financial Reporting Standards (FRS). The financial statements have been prepared on the historical cost basis except as disclosed in the accounting policies below.

The Guild has adopted Singapore Dollar as its functional currency.

In the current financial year, the Guild has adopted all the new and revised FRS and Interpretations of FRS ("INT FRS") that are relevant to its operations and effective for the current financial year.

At the date of the Statement of Financial Position, the following FRS is issued, revised or amended but not effective for the financial year.

• Amendments to FRS 115	Amendments to FRS 115 Clarifications to FRS 115 Revenue from Contracts with Customers
• Amendments to FRS 116	Amendments to FRS 116: Leases
• Amendments to FRS 102	Amendments to FRS 102: Classifications and Measurement of Share-based Payment Transactions
• Amendments to FRS 40	Amendments to FRS 40: Transfers of Investment Property
• Amendments to FRS 104	Amendments to FRS 104: Applying FRS 109 Financial Instruments with FRS 104 Insurance Contracts

The Guild anticipates that the adoption of these FRSs in the future periods will have no material impact on the financial statements of the Guild.

2. Summary of significant accounting policies (cont'd)

2.2 Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation and any impairment in value. All items of property, plant and equipment are initially recorded at cost.

The initial cost of property, plant and equipment comprises its purchase price, including import duties and non-refundable purchase taxes and any directly attributable costs of bringing the asset to its working condition and location for its intended use, any trade discounts and rebates are deducted in arriving at the purchase price. Expenditure incurred after the property, plant and equipment have been put into operation, such as repairs and maintenance and overhaul costs, is normally charged to the profit or loss in the period in which the costs are incurred.

In situations where it can be clearly demonstrated that the expenditure has resulted in an increase in the future economic benefits expected to be obtained from the use of an item of property, plant and equipment beyond its originally assessed standard of performance, the expenditure is capitalized as an additional cost of property, plant and equipment.

Subsequent to recognition, property, plant and equipment are measured at cost less accumulated depreciation and accumulated impairment losses.

Depreciation is computed on the straight line basis to write off the cost of the property, plant and equipment over their estimated useful lives as follows:

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 carrying values of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable.

The residual value, useful life and depreciation method are reviewed at end of each reporting period to ensure that the amount, method and period of depreciation are consistent with previous estimates and the expected pattern of consumption of the future economic benefits embodied in the items of property, plant and equipment.

An item of property, plant and equipment is derecognized 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 the profit or loss in the period the asset is derecognized.

2. Summary of significant accounting policies (cont'd)

2.3 Impairment of Property, Plant and Equipment

Property, plant and equipment are reviewed for impairment whenever there is any indication that these assets may be impaired. If any such indication exists, the recoverable amount (i.e. the higher of the fair value less cost to sell and value in use) of the asset is estimated to determine the amount of impairment loss.

For the purpose of impairment testing of the assets, recoverable amount is determined on an individual asset basis unless the asset does not generate cash flows that are largely independent of those from other assets. If this is the case, recoverable amount is determined for the cash-generating unit (CGU) to which the asset belongs.

If the recoverable amount of the asset (or CGU) is estimated to be less than its carrying amount, the carrying amount of the asset (or CGU) is reduced to its recoverable amount. The impairment loss is recognised in the profit or loss.

An impairment loss for an asset is reversed if, and only if, there has been a change in the estimates used to determine the assets' recoverable amount since the last impairment loss was recognised. The carrying amount of an asset is increased only to the extent that this amount does not exceed the carrying amount that would have been determined (net of accumulated depreciation) had no impairment loss been recognised for the asset in prior periods. A reversal of impairment loss for an asset is recognised in the profit or loss.

2.4 Inventories

Inventories are stated at the lower of cost and net realizable value. Cost is primarily determined on a weighted average basis and includes all costs in bringing the inventories to their present location and condition. Net realizable value is the price at which the inventories can be realized in the normal course of business after allowing for the costs of realization.

Impairment loss is made where necessary for slow-moving and expired inventories.

2.5 Cash and cash equivalents

Cash and cash equivalents comprise cash balances and deposits with financial institutions. For the purpose of the statement of cash flows, cash and cash equivalents exclude fixed deposits pledged to secure bank facilities.

2. Summary of significant accounting policies (cont'd)

2.6 Financial Assets

Initial recognition and measurement

Financial assets are recognized on the statement of financial position 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 recognized initially, they are measured at fair value, plus, in the case of financial assets not at fair value through profit or loss, directly attributable transaction costs.

Subsequent measurement

The subsequent measurement of financial assets depends on their classification as follows :

Receivables

Receivables are financial assets with fixed or determinable payments that are not quoted in an active market. Such assets are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, receivables are measured at amortised cost using the effective interest rate method, less any impairment losses.

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 is recognised in profit or loss.

2.7 Impairment of Financial Assets

The Guild assesses at the end of each reporting period whether there is any objective evidence that a financial asset or group of financial assets is impaired.

2. Summary of significant accounting policies (cont'd)

2.7 Impairment of Financial Assets (cont'd)

Assets carried at amortised cost

If there is objective evidence that an impairment loss on loans and receivables 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 (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate (i.e. the effective interest rate computed at initial recognition). The carrying amount of the asset is reduced through the use of an allowance account. The amount of the loss is recognised in profit or loss.

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. Any subsequent reversal of an impairment loss is recognised in the profit or loss, to the extent that the carrying value of the asset does not exceed its amortised cost at the reversal date.

2.8 Financial Liabilities

Financial liabilities are recognised on the statement of financial position 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 and in the case of other financial liabilities, plus directly attributable transaction costs.

Subsequent measurement

The measurement of financial liabilities depends on their classification as follows :

Other financial liabilities

After initial recognition, other financial liabilities are subsequently measured at amortised cost using the effective interest rate method. Gains and losses are recognised in profit or loss when the liabilities are derecognised, and through the amortization process.

Derecognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expired. When an existing financial liability is replaced by another form the same lender or substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modifications is treated as a 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. Summary of significant accounting policies (cont'd)

2.9 Subscription Fee In Advance

Subscription fee in advance represents subscription fees of the following reporting. These amounts will be accounted for as income in the following reporting period.

2.10 Lease

Operating lease

Leases where the lessor effectively retains substantially all the risks and benefits of ownership of the leased term, are classified as operating leases. Operating lease payments are recognized as an expense in the income or expenditure 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 where the Guild retains substantially all the risks and rewards of ownership of the asset are classified as operating leases.

2.11 Employee Benefits

Defined contribution plan

As required by law, the Guild makes contribution to the state pension scheme, the Central Provident Fund ("CPF"). CPF contributions are recognised as compensation expense in the same period as the employment that gives rise to the contribution.

Employee leave entitlement

Employee entitlements to annual leave are recognised when they accrue to employees, but no provision is made for the estimated liability for leave as a result of services rendered by employees up to the end of the reporting period.

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

2. Summary of significant accounting policies (cont'd)

2.12 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 member of the key management personnel of the Guild or its parent;
- (e) The party is a close member of the family of 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.

2.13 Revenue Recognition

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.

Income

Income comprise the fair value of the consideration received or receivable for the sale of goods and rendering of services in the ordinary course of the Guild's activities.

Revenue is recognised to the extent that is it probable that the economic benefits will flow to the Guild and when the revenue can be reliably measured.

Membership subscription fees, rental income and other services income are recognized on accrual basis.

Entrance fee, taking from jackpot and food and beverage income are recognized based on receipt basis.

Interest income is recognized as interest accrues unless collectability is in doubt.

2. Summary of significant accounting policies (cont'd)

2.14 Income Taxes

(i) Current tax

Current 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 authorities. The tax rates and tax laws used to compute the amount are those that are enacted or substantively enacted by the Statement of Financial Position date.

(ii) Deferred tax

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

Deferred tax liabilities are recognised for all taxable temporary differences, except:

- Where the deferred tax liability arises from the initial recognition of goodwill or of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss; and
- In respect of taxable temporary differences associated with investments in subsidiaries, where the timing of the reversal of the temporary differences can be controlled and it is probable that the temporary differences will not reverse in the foreseeable future.

Deferred tax assets are recognised for all temporary differences, carry-forward of unused tax credits and unused tax losses, to the extent that it is probable that taxable profit will be available against which the deductible temporary differences, and the carry-forward of unused tax credits and unused tax losses can be utilised except:

- Where the deferred income tax asset relating to the deductible temporary difference arises from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss; and
- In respect of deductible temporary differences associated with investments in subsidiaries, deferred tax assets are recognised only to the extent that it is probable that the temporary differences will reverse in the foreseeable future and taxable profit will be available against which the temporary differences can be utilised.

3. Critical accounting estimates, assumptions and judgements

Estimates, assumptions and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Guild makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

(i) Net realisable value of inventories

Net realisable value is the estimated selling price which the inventories can be realised in the normal course of business after allowing for the costs of realisation. The damaged, obsolete and slow-moving items are to be written down to the lower of cost and net realisable value.

(ii) 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, depreciation charges could be revised.

The carrying amount of the Guild's property, plant and equipment is disclosed in Note 4.

(iii) 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.

(iv) Provision for taxation

The Guild has exposure to 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 at the Statement of Financial Position date. As management believes that the tax positions are sustainable, the Guild has not recognised any additional 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.

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

4 Property, plant and equipment

	Machine and equipment \$	Computers and software \$	Furniture and fitting \$	Renovation \$	Clubhouse \$	Total \$
Cost:						
At 01.08.2015	2,628,033	309,069	1,244,967	865,643	9,023,782	14,071,494
Additions	211,105	5,084	17,060	-	-	233,249
Disposal	(166,297)	-	(1,110)	(13,000)	-	(180,407)
At 31.07.2016	2,672,841	314,153	1,260,917	852,643	9,023,782	14,124,336
Additions	105,716	8,547	1,700	-	11,682	127,645
Disposal	(71,913)	-	(2,001)	-	-	(73,914)
At 31.07.2017	2,706,644	322,700	1,260,616	852,643	9,035,464	14,178,067
Accumulated depreciation:						
At 01.08.2015	1,932,511	270,685	1,108,858	710,960	9,008,801	13,031,815
Depreciation	214,050	19,754	50,742	86,262	2,136	372,944
Disposal	(159,202)	-	(1,110)	(13,000)	-	(173,312)
At 31.07.2016	1,987,359	290,439	1,158,490	784,222	9,010,936	13,231,446
Depreciation	180,580	17,506	44,363	50,975	2,720	296,144
Disposal	(71,282)	-	(2,001)	-	-	(73,283)
At 31.07.2017	2,096,657	307,945	1,200,852	835,197	9,013,656	13,454,307
Net book value:						
At 31.07.2017	609,987	14,755	59,764	17,446	21,808	723,760
At 31.07.2016	685,482	23,714	102,427	68,421	12,845	892,889

Asset under term loan

The Clubhouse is situated at 1010 Dover Road, Singapore 139658 and was completed in 2000 with an aggregate cost of \$9 million. The carrying amount for the Clubhouse held under term loan as at the end of the reporting period was \$21,808 (2016: \$12,845). The Guild's clubhouse is pledged to Singapore Polytechnic as security for the term loan.

5. Inventories

	2017 S\$	2016 S\$
Inventories	25,172	25,502

Inventories comprise beverages, consumable food stocks and merchandise.

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

6. Other receivables

Other receivables are unsecured, non-interest bearing and have an average term of 30 days.

	2017 S\$	2016 S\$
Other receivables	80,109	84,856
Deposit	49,480	49,380
Prepayment	86,599	34,367
	<u>216,188</u>	<u>168,603</u>

7. Amount due from members

	2017 S\$	2016 S\$
Amount due from members	49,780	55,985
Provision for doubtful debt	(18,154)	(20,039)
Carrying amount	<u>31,626</u>	<u>35,946</u>
Allowance for doubtful receivables from members:		
At the beginning of the reporting report	20,039	20,039
Bad debts written off against provision	(1,885)	-
At the end of reporting year	<u>18,154</u>	<u>20,039</u>

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

Provision for doubtful debts

Bad debts of \$1,885 (2016: \$Nil) was written off subsequent to a recovery assessment performed on amount due from members.

8. Cash and cash equivalents

	2017 S\$	2016 S\$
Cash at bank	1,281,191	1,563,852
Jackpot machine float	603,478	617,178
Cash on hand	11,148	5,832
Fixed Deposits	700,000	405,840
	<u>2,595,817</u>	<u>2,592,702</u>

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

8. Cash and cash equivalents (cont'd)

Fixed deposits are placed with bank and mature every 12 months (2016: 6 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 0.43% (2016: 0.17%) per annum.

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

9. Other payables

	2017	2016
	S\$	S\$
Accrued operating expenses	398,506	417,250
Deposits received	221,016	235,377
GST payable	95,625	88,675
Members' credit	12,844	12,362
Others	80,715	83,715
	<u>808,706</u>	<u>837,379</u>

10. Subscription fee in advance

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

11. Term loan

	2017	2016
	S\$	S\$
Loan from Singapore Polytechnic	375,000	735,000
Amount payable from date of reporting period:		
- Not later than 1 year	375,000	360,000
- Later than 1 year but not later than 5 years	-	375,000
	<u>375,000</u>	<u>735,000</u>

Singapore Polytechnic Term Loan

On 3 April 2000, the agreement stated that the repayment by instalments to Singapore Polytechnic will commence the month following the last and final instalments of the term loan to OCBC Limited. The total sums including interest shall be repaid within 10 years from the first withdrawn.

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

11 Term loan (cont'd)

On 8 August 2007, the Guild had obtained the in-principle consent from Singapore Polytechnic to extend the repayment period by another 5 years, commencing 2 June 2011.

The Guild had further requested Singapore Polytechnic for a longer repayment period. On 4 October 2011, Singapore Polytechnic had agreed and signed the Supplemental Agreement, to grant the Guild an extension period of up to 1 June 2026 for the repayment of the term loan and interest thereon.

On 24 September 2012, Singapore Polytechnic agreed to waive the cumulative interest charges of \$1,054,780 (as at 31 July 2012) on the \$2,500,000 term loan and interest waiver of \$1,054,780 was recognized in profit and loss in 2013. A new repayment schedule was agreed for the remaining outstanding principal sum of \$2,175,000 (as at 31 July 2012) with no interest charge as below:

Security and maturity

<u>Lender</u>	<u>Outstanding Principal sum (as at 31 July 2012)</u>	<u>Repayment Period</u>	<u>Maturity Date</u>	<u>Repayment Sum</u>	<u>Securities</u>
Singapore Polytechnic	\$2,175,000	6 years	2018	\$30,000 per month starting from August 2012 and final instalment of \$45,000 in July 2018	Mortgage of the clubhouse

12. Employee expenses

	<u>2017 S\$</u>	<u>2016 S\$</u>
Salaries and bonuses	1,803,833	1,670,168
CPF and FWL	319,375	309,050
Others	54,584	49,799
	<u>2,177,792</u>	<u>2,029,017</u>
Key management personnel		
- Salaries and bonuses	317,873	302,233
- CPF contributions	48,043	46,923
	<u>365,916</u>	<u>349,156</u>
Other than key management personnel		
- Salaries and related costs	1,540,544	1,417,734
- CPF contributions and FWL	271,332	262,127
	<u>1,811,876</u>	<u>1,679,861</u>

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

13. 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 rent, and thus, provision for income tax was made accordingly. Current reporting period tax relates to tax on interest and rent income.

	2017 S\$	2016 S\$
Tax expenses:		
- current tax	27,027	27,211
- adjustment for previous reporting periods	(2,550)	(29)
Current reporting period tax	<u>24,477</u>	<u>27,182</u>

The tax expense on the results of the reporting period varies from the amount of income tax determined by applying the Singapore statutory rate of income tax on the Guild's surplus of income over expenditure as a result of the following:

	2017 S\$	2016 S\$
Rental of incubation offices and premises	403,920	359,654
Cleaning for lounge	9,000	6,540
Interest income	603	693
	<u>413,523</u>	<u>366,887</u>
Less:-		
Property tax	(32,195)	(32,174)
Approved donation	(48,842)	(3,500)
Fire insurance	(356)	(336)
Common expenditure (5% of total income)	(20,646)	(18,310)
Tax exemption	<u>(152,500)</u>	<u>(152,500)</u>
	<u>158,984</u>	<u>160,067</u>
Effective tax rate	<u>17%</u>	<u>17%</u>
Tax expenses	27,027	27,211
Adjustments for previous reporting periods	<u>(2,550)</u>	<u>(29)</u>
	<u>24,477</u>	<u>27,182</u>

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

14. Significant related party transactions

Related parties

Executive Committee members and other key management personnel compensation

	2017 S\$	2016 S\$
Executive Committee members of the Club	-	-
Other key management personnel compensation comprise:		
Salaries and bonuses	317,873	302,233
Central Provident Fund contribution	48,043	46,923
	<u>365,916</u>	<u>349,156</u>

15. Operating lease commitments

Operating lease commitments (Lessee)

As at the end of the reporting period, the Guild had a non-cancellable future lease commitment for operating lease for rental of office equipment. The future minimum rental payments under the terms of the operating lease are summarized below:

	2017 S\$	2016 S\$
Not later than 1 year	7,560	7,560
Later than 1 year but not later than 5 years	16,160	23,720
Total	<u>23,720</u>	<u>31,280</u>
Operating lease expenses	<u>7,560</u>	<u>7,560</u>

Upon expiry of the lease, there is an option to renew the lease for another 1 (2016: 1) year, at the prevailing market rate.

Operating lease commitments (Lessor)

As at the end of the reporting period, future minimum lease payments in respect of cancellable operating lease rental income of lounge, bowling alley, swimming pool and offices in its Business Centre are summarized below:

	2017 S\$	2016 S\$
Not later than 1 year	237,960	278,770
Later than 1 year but not later than 5 years	38	123,800
Total	<u>237,998</u>	<u>402,570</u>
Operating lease income	<u>403,920</u>	<u>359,654</u>

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

15. Operating lease commitments (cont'd)

Operating lease commitments (Lessor) (cont'd)

The Guild leases lounge, bowling alley, swimming pool and offices in its Business Centre under cancellable operating lease arrangement with varying termination clauses.

16. Financial risk management

a) Categories of financial instruments

Financial instruments as at statement of financial position date are as follows:

	2017 S\$	2016 S\$
<i>Financial assets</i>		
Loans and receivables (including fixed deposits with banks, and cash and cash equivalents)	2,757,032	2,762,884
	<u>2,757,032</u>	<u>2,762,884</u>
	2017 S\$	2016 S\$
<i>Financial liabilities</i>		
Financial liabilities at amortised cost	1,398,786	1,763,129
	<u>1,398,786</u>	<u>1,763,129</u>

The Guild is exposed to a variety of financial risks. The Guild's overall risk management is determined by the Executive Committee and carried out by the Management. The following are the Guild's financial risks:

Credit risk

Credit risk, or the risk of counter parties defaulting, is managed through the application of credit approvals, credit limits and monitoring procedures.

The carrying amount of cash and cash equivalents, trade and other receivables represent the Guild's maximum exposure to credit risk in relation to financial assets. The Guild does not have any significant concentration of credit risk.

Financial assets that are neither past due nor impaired

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

SINGAPORE POLYTECHNIC GRADUATES' GUILD

Notes to the Financial Statements – For the financial year ended 31 July 2017

16. Financial risk management

a) Categories of financial instruments (cont'd)

Financial assets that are neither past due nor impaired (cont'd)

Analysis of receivables as at statement of financial position date:-

	2017 S\$	2016 S\$
Not past due and not impaired	18,118	19,190
Past due but not impaired	31,662	36,795
	49,780	55,985
Less allowance for doubtful debt	(18,154)	(20,039)
	31,626	35,946

The age analysis of receivables past due but not impaired is as follows:

	2017 S\$	2016 S\$
Current	18,118	19,190
Past due 1 to 3 months	13,160	13,813
More than 3 months	348	2,943
	31,626	35,946

Liquidity risk

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.

b) Fair values

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.

17. Comparative figures

Certain comparatives for FY 2016 have been reclassified to conform to this financial year's presentation

18. Authorisation of financial statements

The Financial Statements for the year ended 31 July 2017 were authorized for issue on 27 September 2017.

SINGAPORE POLYTECHNIC GRADUATES' GUILD
PROVISIONAL BUDGET STATEMENT OF INCOME AND EXPENDITURE
FOR THE FINANCIAL YEAR ENDING 31 JULY 2018

	Note	FY 2018 S\$
REVENUE		
F&B spending levy		78,000
Jackpot collections, gross		10,088,645
Membership fees		1,010,100
Events and sports income		28,050
Food and beverage income, gross		1,471,000
Rental of facilities		28,440
Rental of incubation offices and premises		387,552
Video games collections		1,320
Late payment interest income		2,760
Interest income		9,172
Others		9,229
TOTAL INCOME		13,114,268
LESS:		
OPERATING EXPENSES		
Jackpot costs	1	(8,558,645)
Food and beverage costs	2	(446,187)
		(9,004,832)
ADMINISTRATIVE EXPENSES		
Employee expenses	3	(2,313,710)
Advertising and promotion		(91,410)
Audit fees		(10,100)
Cleaning and maintenance		(38,628)
Event expenses		(73,800)
General expenses / office sundries		(44,799)
Insurance		(19,924)
Kitchenware / utensils		(3,840)
License / Commission fees		(2,258)
Meeting and AGM expenses		(12,830)
Membership benefit		(47,840)
Membership drive advertising & promotion		(60,515)
Merchandise cost		(300)
Newspaper & magazine		(1,800)
Postage, courier and telephone expenses		(22,960)
Printing and stationery		(63,194)

Professional charges	(17,550)
Property tax	(153,600)
Publications	(12,750)
Refreshment and food	(21,920)
Rental of office equipment	(7,560)
Repair and maintenance – Building and Equipment	(138,021)
Repair and maintenance – Software	(44,449)
Security service	(35,424)
Special projects	(18,000)
Sports expenses	(49,479)
Transport expenses	(12,060)
Water and electricity	(235,126)
	(3,553,847)

FINANCE COSTS

Bank charges	(41,987)
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Net operating surplus before depreciation	513,602
Depreciation of property, plant and equipment	(271,602)
Net operating surplus before income tax	242,000
Tax expense	(32,000)
Net surplus after income tax	210,000

**SINGAPORE POLYTECHNIC GRADUATES' GUILD
PROVISIONAL BUDGET STATEMENT OF INCOME AND EXPENDITURE
FOR THE FINANCIAL YEAR ENDING 31 JULY 2018**

Note 1 – Jackpot costs

S\$

Winners claim	(5,909,186)
GST	(280,008)
Duty payable	(2,369,451)
	(8,558,645)

Note 2 – Food and beverage costs

S\$

Food	(402,374)
Beverage	(23,513)
Others	(20,300)
	(446,187)

Note 3 - Employee Expenses

S\$

Salaries and bonuses	(1,908,218)
CPF and FWL	(341,760)
Others	(63,732)
	(2,313,710)

SINGAPORE POLYTECHNIC GRADUATES' GUILD
PROVISIONAL BUDGET STATEMENT OF CAPITAL EXPENDITURE
FOR THE FINANCIAL YEAR ENDING 31 JULY 2018

Category	Description	Amount S\$	
Building	1) Upgrading – Lift *	59,600	
	2) Replacement of Pool Divider and upgrading of wellness centres *	17,800	
	3) Upgrading - Toilets for level 2 & 3 **	190,000	
	4) Water proofing works for Piano Lounge **	39,000	
	5) Replacement of roller blinds **	25,000	
	6) Upgrade or replacement of equipment for clubhouse facilities	37,500	
			368,900
F&B	1) Replacement of or additional equipment and furniture	55,050	
	2) Replacement of carpets for function room **	10,000	
			65,050
Jackpot	Replacement of Jackpot machines / Cashless system		100,000
Admin / Membership	1) Club membership & accounting system – 1 st phase (50%) **	139,000	
	2) Replacement of computers	10,000	
			149,000
		Sub-Total	682,950
	Potentially will bring forward to next FY 2019		
	1) Club membership & accounting system – 2 nd phase (50%) **	139,000	
	2) Replacement of office partitions & partial upgrading **	45,000	
			184,000
		Total	866,950
	* Approved in FY 2017 but execution in FY 2018		
	** Rolled over from FY 2017		

**SINGAPORE POLYTECHNIC GRADUATES' GUILD
ACTUAL VS BUDGET STATEMENT OF COMPREHENSIVE INCOME
FOR THE FINANCIAL YEAR ENDED 31 JULY 2017**

	Note	ACTUAL 2017 S\$	BUDGET 2017 S\$
REVENUE			
F&B spending levy		78,837	75,600
Jackpot collections, gross		9,997,245	10,793,090
Membership fees		959,372	1,075,695
Events and sports income		20,660	9,658
Food and beverage income, gross		1,101,464	1,740,000
Advertising income		0	6,000
Rental of facilities		29,729	33,360
Rental of incubation offices and premises		403,920	417,804
Video games collections		1,325	1,440
Gain on disposal of property, plant & equipment		497	-
Late payment interest income		2,774	3,600
Interest income		609	672
Others		83,022	33,566
TOTAL INCOME		12,679,454	14,190,485
LESS:			
OPERATING EXPENSES			
Jackpot costs	1	(8,496,115)	(9,223,090)
Food and beverage costs	2	(349,775)	(546,267)
		(8,845,890)	(9,769,357)
ADMINISTRATIVE EXPENSES			
Employee expenses	3	(2,177,792)	(2,210,764)
Advertising and promotion		(56,697)	(102,472)
Audit fees		(10,100)	(11,500)
Cleaning and maintenance		(42,538)	(54,428)
Event expenses		(35,882)	(77,120)
General expenses / office sundries		(47,916)	(49,808)
Insurance		(19,544)	(22,900)
Kitchenware / utensils		(4,296)	(15,432)
License / Commission fees		(3,220)	(3,822)
Meeting and AGM expenses		(16,087)	(15,830)
Membership benefit		(46,957)	(58,080)
Membership drive advertising & promotion		(12,483)	(69,788)
Merchandise cost		(228)	(960)
Newspaper & magazine		(1,795)	(2,040)

ANNEX

Postage, courier and telephone expenses	(22,675)	(24,300)
Printing and stationery	(26,471)	(89,981)
Professional charges	(15,017)	(20,956)
Property tax	(153,658)	(153,500)
Publications	(23,450)	(25,500)
Rebranding	(2,839)	(39,900)
Refreshment and food	(20,484)	(25,440)
Rental of office equipment	(7,560)	(7,560)
Repair and maintenance – Building and Equipment	(141,583)	(163,798)
Repair and maintenance – Software	(20,478)	(20,280)
Security service	(35,324)	(34,224)
Sports expenses	(36,727)	(51,811)
Transport expenses	(11,495)	(13,410)
Water and electricity	(238,550)	(306,451)
	(3,231,846)	(3,672,055)
FINANCE COSTS		
Bank charges	(43,195)	(48,900)
Net operating surplus before depreciation	558,523	700,173
Depreciation of property, plant and equipment	(296,144)	(386,173)
Net operating surplus before income tax	262,379	314,000
Tax expense	(24,477)	(35,000)
Total comprehensive income for the financial year	237,902	279,000

	Actual 2017	Budget 2017
Note 1 – Jackpot costs	\$	\$
Winners claim	(5,937,636)	(6,323,657)
GST	(265,562)	(298,729)
Duty payable	(2,292,917)	(2,600,704)
	(8,496,115)	(9,223,090)
Note 2 – Food and beverage costs		
Food	(284,075)	(444,069)
Beverage	(20,974)	(40,198)
Others	(44,726)	(62,000)
	(349,775)	(546,267)
Note 3 - Employees Expenses		
Salaries and bonuses	(1,803,833)	(1,800,137)
CPF and FWL	(319,375)	(331,580)
Others	(54,584)	(79,047)
	(2,177,792)	(2,210,764)



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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.



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