

MUSLIM MISSIONARY SOCIETY (JAMIYAH) SINGAPORE

ANNUAL REPORT FOR 2018

Muslim Missionary Society (Jamiyah) Singapore was established in 1932 as a Society under the ROS Registration No 870/1947REL. It was registered under the Charities Act on the 21st of April 1988.

The address of the above is 31 Lorong 12 Geylang, Singapore 399006.

Executive Council Members: The Management Committee was elected at the 69th Annual Biennial General Meeting held on the **7 August 2018** at Jamiyah Singapore.

The following are the names and their attendance of the Executive Council Members of Jamiyah Singapore (MMSS):

Jamiyah Executive Council Meeting Attendance List (2016 -2018)				
No	Title	Name	Designation	28/4/2018
1	Dr	Mohd Hasbi Bin Abu Bakar	President	✓
2	Dr	Hameem Alim Sahib Mohd Saleem	Vice President I	✓
3	Mr	Mohamed Yunos Bin Mohamed Shariff	Vice President II	✓
4	Dr	Isa Hassan	Vice President III	✓
5	Mr	Muhammad Rafiuddin Bin Ismail	Secretary General	✓
6	Mr	Mohd Shariff Bin Mohd Yatim	Asst Secretary General	✓
7	Mr	Shaick Fakrudeen s/o S. Ali	Treasurer General	✓
8	Mr	Mustafa Dumidaie	Asst Treasurer General	✓
9	Mr	Abdul Hakeem Bin Mohamed Yunos	Council Member	✓
10	Mr	Abdul Malik Bin Abu Bakar	Council Member	✓
11	Mr	Abdul Qadir	Council Member	✓
12	Mr	Abdul Rashid Bin Abu Bakar	Council Member	✓
13	Mr	Aziz bin Manijan	Council Member	✓
14	Mr	Azral Bin Mohd Yacob	Council Member	✓
15	Ustaz	Hj Ahmadini Bin Hj Amir	Council Member	x
16	Mr	Jamaludin Bin Abdul Rahman	Council Member	✓
17	Mr	Kamarudin Bin Musa	Council Member	✓
18	Mr	Khalid Bin Hassan	Council Member	✓
19	Mr	Mohamad Hosni Bin Abdul Malik	Council Member	✓
20	Mr	Mohamed Abdulla Yakub	Council Member	x
21	Mr	Mohamed Hafiz s/o Mohd Haneefa	Council Member	x
22	Mr	Mohamed Ismail Bin Mohamed Shariff	Council Member	✓
23	Mr	Mohamed Sirajudin Bin Mohamed Salman	Council Member	x
24	Mr	Mohd Ali Marican s/o Mohd Osman Marican	Council Member	x
25	Dr	Mohd Emran Mamat	Council Member	✓

26	Mr	Mohd Noor Bin Mohd Said	Council Member	✓
27	Mr	Mohd Yunos Bin Mohd Ishak	Council Member	✓
28	Mr	Mohd Zulkifli Bin Mohd Ismail	Council Member	✓
29	Mdm	Nora Bte Rustham	Council Member	✓
30	Mr	Seeni Jaafar Ghany	Council Member	✓
31	Mr	Tengku Badarisah Bin Ismail @ Raja Badarisah	Council Member	✓
32	Mr	Yahya Syed	Council Member	x
33	Ustaz	Yusof Bin Masodi	Council Member	✓
34	Mr	Zuraimi Bin Jumaat	Council Member	x

Jamiyah Executive Council Meeting Attendance List (2018 -2020)					
No	Title	Name	Designation	7/8/2018	8/12/2018
1	Dr	Mohd Hasbi Bin Abu Bakar	President	✓	✓
2	Dr	Hameem Alim Sahib Mohd Saleem	Vice President I	✓	✓
3	Mr	Mohamed Yunos Bin Mohamed Shariff	Vice President II	✓	✓
4	Dr	Isa Hassan	Vice President III	✓	✓
5	Mr	Muhammad Rafiuddin Bin Ismail	Secretary General	✓	✓
6	Mr	Abdul Jaffar Bin Mohamed Mydin	Asst Secretary General	✓	✓
7	Mr	Mustafa Dumidae	Treasurer General	✓	✓
8	Mr	Mohd Ali Marican s/o Mohd Osman Marican	Asst Treasurer General	✓	✓
9	Mr	Abdul Hakeem Bin Mohamed Yunos	Council Member	✓	✓
10	Mr	Abdul Malik Bin Abu Bakar	Council Member	x	x
11	Mr	Abdul Qadir	Council Member	✓	✓
12	Mr	Abdul Rashid Bin Abu Bakar	Council Member	✓	✓
13	Mr	Akbar Bin Omar	Council Member	✓	✓
14	Mr	Aziz bin Manijan	Council Member	x	x
15	Mr	Azral Bin Mohd Yacob	Council Member	x	x
16	Mr	Jamaludin Bin Abdul Rahman	Council Member	✓	✓
17	Mr	Kamarudin Bin Musa	Council Member	x	x
18	Mr	Mohamad Hafidz Bin Abdul Malik	Council Member	✓	✓
19	Mr	Mohamed Abdulla Yakub Vadia	Council Member	✓	✓
20	Dr	Mohamed Nizam Mohamed Hamzah	Council Member	✓	✓
21	Mr	Mohamed Sirajudin Bin Mohamed Salman	Council Member	✓	✓
22	Dr	Mohd Emran Mamat	Council Member	x	x
23	Mr	Mohd Shariff Bin Mohd Yatim	Council Member	✓	✓
24	Mr	Mohd Yunos Bin Mohd Ishak	Council Member	x	x
25	Mr	Mohd Zulkifli Bin Mohd Ismail	Council Member	✓	✓

There are clear guidelines to distinguish Board responsibilities and Operational responsibilities

The Nomination and Appointment committee meets to discuss the succession plans for key members.

All Board members have gone through an induction process. Board members have been given a self-evaluation guideline.

Jamiyah has an overall strategic plan and a Risk management framework applicable to its welfare arm.

REVIEW OF THE YEAR 2018

The Muslim Missionary Society Singapore generated a revenue surplus of \$69,182 in its income and expenditure statement of 2018 (2017: \$1,496,272) during IPC period 1/1/2018 to 31/12/2018. The total income was \$28,640,066 (2017: \$27,782,992) comprising donations, grants, fee and miscellaneous income and the total expenses were \$28,570,884 (2017: \$26,286,720).

POLICIES

Some of the major policies are listed below.

RESERVES POLICY

The listing of all the funds and balances with a description of the purposes can be found in the audited financial statements for the year ended 31 December 2018. Only surplus funds will be invested to generate additional income. Whenever necessary professional advice is sought before any investment is made, to provide advice on the potential; risks and returns. The Investment Committee of Jamiyah Singapore exercises prudence in the investment of surplus funds. The policy places a maximum limit of five times its annual expenses on its overall reserves.

CONFLICT OF INTEREST POLICY

No member of the Council shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known. A Conflict of Interest declaration form is required to be submitted by all committee members and members of staff who might be involved in dealings with vendors.

VOLUNTEERING POLICY

Volunteers should adhere to the following policies and procedures while on duty as a volunteer. Failure to comply may result in disciplinary action or termination.

COMMUNICATIONS POLICY

INTRODUCTION

Jamiyah has a communications policy that provides for the following:

- Appropriate communication channels between staff and board members
- Inclusivity
- Reporting schedules
- Feedback mechanisms
- Phone
- Internet
- Email
- Social media channels, etc.

PERSONAL DATA PROTECTION POLICY

MUSLIM MISSIONARY SOCIETY SINGAPORE (“JAMIYAH”) including all its welfare organisation and centres are committed to safeguarding the personal data entrusted to it by the Individuals. JAMIYAH manages Individual’s personal data in accordance with Singapore Personal Data Protection Act 2012 (No. 26 of 2012) (“PDPA 2012” or the “Act”) and other applicable written laws. The purpose of the Personal Data Protection Policy (the “Policy”) outlines the principles and practices adopted by JAMIYAH in protecting personal data.

SUB-COMMITTEES

There are seven sub-committees formed by Muslim Missionary Society Singapore comprising Finance, Audit, Programmes and Services, Fund-raising, Human Resources, Investment and Nomination, with relevant terms of reference to oversee the functions.

Meetings have been held for all committees.

RELATED ENTITIES

A Related Party Register is maintained that comprises details of names of parties, nature of transaction, nature of relationship date and amount.

Related party transactions have been disclosed in the audited financial statements ended 31 December 2018. The related parties with whom transactions had taken place are listed as follows:

1. Jeewa Ltd
2. JBS International College Pte Ltd
3. SG Environmental Solutions Pte Ltd
4. Airmark Aviation (S) Pte Ltd

All conflicts of interest have been declared.

MMSS does not have any equity interest nor control of the type over the above said related party which leads it to be regarded as subsidiary of the society.

DONATION HANDLING PROCESS

MMSS has a very detailed process for accounting for donations that includes access controls, Tax-exempt donations and internal controls.

DONATIONS IN KIND POLICY AND PROCEDURE

- a) Donations in kind will include donations or gifts other than cash. Where such donations are of substantial value and can be reliably and reasonably quantified, they should be recorded as income. The amount recorded should be a reasonable estimate of their gross value to the Charities/IPC's. This value will usually be the price that the Charities/IPC's estimates it would have to pay in the open market for an equivalent item. When a valuation cannot be established, the Charities/IPC's should disclose the information in the notes to the accounts. Where the donation in kind is a fixed asset, it should be capitalised and reflected in the Balance Sheet of the accounts at a reasonable book value. Charities/IPC's should retain relevant documents to support their valuation.
- b) If the gift appears to be valuable, an attempt should be made to politely ascertain a value from the donor. If it is not practicable or feasible, a valuer may be contacted. The documents necessary to record any transaction shall include the Delivery note or letter from the donor to Jamiyah that states the item description, the valuer's report and documents that confirm a legal title for large assets or items of furniture.
- c) If Jamiyah wishes to estimate the value of certain items, it must make sure that the value is the price that Jamiyah will pay in the open market for a similar item.
- d) Jewellery or similar donations that have intrinsic value must be valued.
- e) If valuation cannot be made reliably, Jamiyah should disclose that by way of a note.
- f) Donations in kind are usually informed by the donor in advance. To prevent dumping, Jamiyah should politely turn down such gifts as the cost of transportation for both acquisition and disposal may exceed the utility.
- g) In case of fixed assets that are in good condition and useful, valuation must be done and thereafter capitalised.
- h) Donation in kind that are capitalised will be treated in the same way in accordance with the Fixed Asset policy regarding depreciation and disposal.
- i) Jamiyah will not attempt to sell the donations in kind that are of reasonable value in the open market or use them as gifts in its events unless the donor authorises Jamiyah to do so.

WHISTLE BLOWING POLICY

MMSS does not have a whistle blowing policy.

EMPLOYEE REMUNERATION

The employee remuneration during the financial year 2018 has been classified as follows:

Band	No of staff (including resignation and/or termination)	
	2017	2018
Less than \$50,000	449	480
\$50,000 - \$100,000	32	31
\$100,000 - \$150,000	4	5
\$150,000 - \$200,000	NIL	NIL

HIGHLIGHTS OF MMSS PROGRAMS.

Some of the achievements by our centres have been briefly stated below,

JAMIYAH NURSING HOME

Focus on Improving Quality and Productivity

In 2018, Jamiyah Nursing Home (Darul Syifaa) focused on improving Quality and Productivity with a view to providing better Care and improves Quality of Life for the residents and clients served under its various programmes. JNH has an ongoing Quality and Productivity Improvement programme. As part of this programme, the staff study and solve issues that cause delay in service delivery or in other ways affect quality of care given to residents.

Achieved Merit Award in Quality and Productivity

Included among various initiatives during the year were the winning of Merit award in Quality and Productivity Festival organized by the Agency for Integrated Care (AIC), initiating of other quality care projects including improvements to the nasogastric feeding preparation process, use of mechanized equipment for environment cleaning, use of rehabilitation systems /equipment for safer experiences and lesser manpower, safer transferring equipment for individuals with impaired mobility and making living spaces infection free.

Launch of Comfort Care

The year ended with the presentation of various initiatives to Senior Parliamentary Secretary for Health, Mr Amrin Amin on 24th November 2018 and the launch of the Comfort Care room which is another unique initiative to extend Person Centred Care to include their families. Mr Amrin Amin complimented JNH, was appreciative of the initiatives and encouraged JNH

JAMIYAH HOME FOR THE AGED

In 2018, Jamiyah Home for the Aged collaborated with many community partners and organizations including Singapore Airlines, Esplanade, National Arts Council, Health Promotion Board, McDonald, My First School Kindergartens and NTU student bodies to conduct programs and activities to keep the residents engaged. The residents were brought for outings to Gardens by the Bay, Konsert Gurindam Jiwa at SOTA and Gerak Gelak Walk at Our Tampines Hub. The residents benefited from the engagement sessions and enjoyed the outings.

JAMIYAH HALFWAY HOUSE

For 2018, Jamiyah Halfway House received 163 new admissions from Prison above the contracted case load of 120 residents under the Halfway House Service Modal (HSM) agreement.

JHH had implemented projects such as Project Happiness (Redhill CC), Mudik ke Hulu Program (Tentera Di Raja Mosque), Family Excellence Circle (Mendaki).

In the future, JHH will focus on implementing new initiatives with more collaboration with the community partners and relevant organisation for the programs for residents & their families

JAMIYAH CHILDREN'S HOME

Current no. of residents 37

Jamiyah Children's Home had several programs for the children during the year 2018 that included, among others, tuition classes, football, Silat etc.

JCH residents had achieved significant improvements in events such as the Silat competition organized by GRASIO ASSOCIATION SINGAPORE where 1 resident had won a second place.

There was also a marked improvement in academics, 2 of our residents were awarded with Most Improved in Mathematics while two other residents received commendations from their school for their good conduct.

In 2019, JCH plans to ensure that the Primary 6 residents attain good grades in their PSLE in order to allow them to enrol into good secondary schools, by having extra tuition for them.

JCH also plans to expand our Centre of Excellence (COE) programs to ensure each resident is able to do what they are interested in and to enhance their skills and knowledge in their field like in martial arts, fine arts etc.

GCDC @ WOODLANDS ACHIEVEMENTS IN 2018

Spark Certification was extended for another 3 years

The Spark Certification was extended for another 3 years as the centre had met the quality standards in teaching and learning, management and administrative processes and sustained its improvement effort and maintained SPARK certification standards.

Achieved 36 Months Licence

Centre has also achieved 36-month ECDA license tenure, which indicates that centre has attained three consecutive 24-month licences (maximum licence tenure). GCDC Woodlands had maintained 24 month license tenure since 2008.

Biryani Distribution for the needy

On 18th May 2018, the centre collaborated with Admiralty Zone 7 Resident Committee (RC) members for "Biryani Distribution to the needy families" project. The children and staff of the centre interacted with the residents and assist in distributing the food packets to the needy families.

Kids Give Back Project 2018

The Centre was also involved in "Kids Give Back Project 2018", which was held from 1st October – 10th October 2018". In this project, the children interacted with resident from the neighbourhood and collect perishable food items which they then donated it to the Food Bank Singapore.

5. Awarding of Innovative Guidance Project: The Earth We Share by ECDA

Lastly, the centre has participated in the Innovation Guidance Project 2018 entitled: The Earth We Share and working together with Science Centre Board as the Community Partner. School received a grant of \$2300 for this project. Teachers taught innovative lessons and also showcased them through an exhibition to parents. Parents also explored these experiments with their children.

RIVERVALE STUDENT CARE CENTRE (RSCC)

Fifteen RSCC students participated in Chingay 2018 in February 2018.

RSCC collaborated with NUS and Jamiyah food bank for food ration event in September 2018. Our students and teachers participated in helping to distribute the food during the event.

The renewal application for Student Care Fee Assistance (SCFA) Administrator has been approved for a period of 2 years (January 2019 to December 2020).

JAMIYAH CHILDCARE CENTRE (JCC)

SPARK Accreditation

Jamiyah Childcare Centre has achieved our SPARK Accreditation in Dec 2018. This Certification is valid from Dec 2018- Nov 2024.

The Singapore Pre-school Accreditation Framework (SPARK) is a quality assurance framework to assist preschools in Singapore in raising their quality.

SPARK aims to provide the recognition and support for preschool leaders in their efforts to improve their teaching and learning, administration and management processes. This in order helps to enhance the holistic development and well-being of young children. It serves as a guide for preschools to understand what they should be striving to achieve and provides a benchmark for preschools to measure themselves against, and establish for themselves the extent of their achievement. We work as a team and ensured that the processes are in place and we also have to monitor, evaluate, review

and feedback according to the structure , and the outcomes of the specific models given , to ensure the Quality of the preschool education are achieved. Since our achievements in attaining the SPARK Certification from ECDA, we have proven that our Programme and Services are of quality.

ECDA Licence

JCCC has achieved 24 months licence and it was extended to 36 months due to centre has achieved 3 consecutive 24 months licence. This was endorsed by ECDA (Early Childhood Development Agency) and ECDC (Early Childhood Development Centres) and we are recognized to provide the quality care and development to the children in the preschool (Singapore).

JAMIYAH KINDERGARTEN

Achieved SPARK Certification

As for the year 2018, Jamiyah Kindergarten has achieved namely, SPARK, an accreditation for being a Centre with strong teaching and learning practices that includes well-designed curriculum.

Participate in Innovation Projects

We also had involved in the Innovation Projects that trained teachers for specific skills to develop learning for the children indoors and outdoors.

Focus on Literacy Development

We moved on to Practitioner Inquiry Project, where we purchased books with funds from ECDA where we focused on literacy development.

Involved in Small Dream Big Project

We also focused on developing our children to be entrepreneurs as they were deeply involved in Start Small Dream Big Project.

GCDC TAMPINES

Renewed Licence for 24 months

The Centre licence was renewed from 12 months to 24 months.

Adopted a Garden Space from Tampines Town Council

The centre has adopted a garden space from Tampines Town Council mainly to provide a hands-on learning opportunity for nurturing our young learners to grow as eco-friendly and nature appreciative.

Join as a Member of Tampines Branch Library to Promote Early Reading Skills in Young Children

It joined Tampines Branch Library as a member to promote early reading skills in young children. We borrowed a total of 2,000 books for circulations and parents to borrow two books every Friday for weekend reading.

Partnered with United World College to collaborate in learning methodology

GCDC@Tampines tied up a partnership with United World College to work collaboratively in providing an opportunity for staff and children to encourage them to work together with children from a diverse cultural background. Staff and children from United World College will join us every Monday at 3.00pm to 4.30pm to do collaborative learning with the Nursery 2/ Kindergarten one and two children on project work. It provides an avenue for children to work and accept different opinions and learn more about different cultures. The collaborative learning methodology is ideal for children to extend their social skills and self-esteem and to work in harmony in a diverse social setting.

Partnered with Tampines Community Club to promote community involvement in payong paintings

The centre worked in collaboration with Tampines Community Club to promote community involvement through Batik Payong 1000 project. Children were involved in painting the payongs and were displayed at Our Tampines Hub for auction. The umbrellas were barter traded for 30 packets of rice. The rice packets were donated to Darul Takrim the home for the aged. We want to nurture our children the importance of caring for the needy and giving the community.

Support National Day Celebration Carnival event organised by Tampines Community Club

The Kindergarten children performed at the National Day Celebration Carnival organised by Tampines Community Club. Parents were invited to support the event.

Participate in ECDA's Start Small Dream Big Project

The Kindergarten children took part in ECDA's Start Small Dream Big project by ECDA. Children baked cookies and sold to parents. The fund generated was donated to Jamiyah Singapore.

CLEMENTI STUDENT CARE CENTRE (CSCC)

Met All Audit Requirements by MSF

SCFA administrator centres are subject to audits by MSF officers to assess the centres' suitability to continue administering the scheme. Clementi Student Care Centre has met all audit requirements during 2018.

Collaborate with PIXEL Labs@NLB

The centre worked in collaboration with PIXEL Labs@NLB to introduce our students to micro: bit hardware, PXT and how to create a simple digital game such as Battleship with both push buttons and the accelerometer as input using the micro: bit.

Collaborate with Singapore Polytechnic Students and Clementi Residents

Collaborated with Singapore Polytechnic students and Clementi residents to introduce students to the community garden. The students had a chance to learn various types of herbs, edibles and ornamental plants which grow in profusion.

Partnered with People's Association, Crimson Logic

In partnership with People's Association, Crimson Logic organized a FUN with IT program which aims to engage students to get creative with digital technology. 17 volunteers befriended and assisted our students for a full day camp at Crimson Logic, learning about programming through board games and SCRATCH.

JAMIYAH EDUCATION CENTRE (JEC)

JEC had a reasonably successful year, 2018. We achieved quite a few things – mostly improvements in 5 critical areas: (i) Improving its public profile, especially through its successful launch of the 24 series of Talks by prominent assatizah and university lecturers, (ii) Improving its academic profile, through signing new MOUs with better universities in Malaysia & Indonesia, (iii) Improving its staff quality, through recruitment of 6 staff and Principal (all with better academic degrees, including two PhDs and two 1st Class Honours), (iv) Improving rapport with Madrasah students and parents, and (v) Improving its Outstanding student fee issue, through recouping much of the remaining fees.

FUTURE PLANS AND COMMITMENTS

Jamiyah Singapore is looking into enhancing its services, programmes and expanding its facilities for a better service to the community. In the year 2018, Jamiyah Nursing Home has received approval from the Ministry of Health to remodel its facilities into a Dementia friendly environment,



MR. MOHD YUNOS BIN MOHAMED SHARIFF
(Vice-President II, Jamiyah Singapore)