

SINGAPORE BUDDHIST FEDERATION ANNUAL REPORT 2023

Statutory Disclosure

Pursuant to the Charities (Accounts and Annual Report) Regulations 2011, we hereby disclose to our members and the general public the following information:

1. SBF In Brief

1.1. The governing instrument of the Federation is known as the Constitution of the Singapore Buddhist Federation which has been approved by and lodged at the Office of the Commissioner of Charities and the Registrar of Societies. The current version of our Constitution was approved by the authorities on 22 February 2018.

1.2. Charity Registration Number

The Federation was registered as a charity on 2 April 1990 under the Charities Act. Its charity registration number is 000 727.

1.3. Society Registration Number

Although the Federation was established in 1949, it officially registered as a society under the Societies Act on 20 May 1964 and the UEN is S64 SS 0008K.

1.4. Registered Address

The registered address of the Federation is at

59 Lorong 24A Geylang, Singapore 398583

1.5. Membership

As at end of 2023, the Federation has the following members:

Institutional Members: 115

Individual Members : 105

2. Members of the incumbent 37th Term of Council (2022 to 2024) are as follows:

2. Members of the incumbent 37th Term of Council (2022 to 2024) are as follows:

Name	Occupation	Current Service With SBF		Previous Service with SBF	
		Designation	Date of Appointment	Designation	Date of Appointment
1. Ven Seck Kwang Phing BBM	Buddhist Monk	President	5-7-2014	Chairman, Education Section Chairman, Clerical Section Chairman, Propaganda Section Chairman, Education Section Chairman, Dharma Propagation Committee Chairman, Cultural Committee Secretary- General	11-5-1990 to 6-6-1992 6-6-1992 to 24-7-1994 24-7-1994 to 11-5-1996 11-5-1996 to 14-5-2000 14-5-2000 to 23-4-2004 23-4-2004 to 29-7-2006 29-7-2006 to 5-7-2014
2. Ven Sik Kwang Sheng BBM	Buddhist Monk	Vice President	5-7-2014	Secretary – General President	23-4-2004 to 29-7-2006 29-7-2006 to 5-7-2014
3. Ven Sik Ching Sum	Buddhist Nun	Vice President	2-7-2016	Deputy Secretary- General Council Member Chairperson General Affairs	23-4-2004 to 29-7-2006 29-7-2006 to 5-7-2014 5-7-2014 to 2-7-2016

4. Ven Shi You Guang	Buddhist Monk	Secretary-General	25-6-2022	Vice Chairman General Affairs Committee Chairman General Affairs Committee	2-7-2016 to 25-10-2019 26-10-2019 to 25-06-2022
5. Mr Tan Yew Beng JP, BBM, BBM (L)	Company Director	Deputy Secretary-General	4-7-2009	Deputy Secretary-General Chairman, Inter-Religious Committee	23-4-2004 to 5-7-2008 5-7-2008 to 4-7-2009
6. Mdm Chan Poh Swee	Retiree	Treasurer	25-6-2022	Vice Chairman, Social Committee Deputy Treasurer Vice Chairman, Cultural Committee Deputy Treasurer Vice Chairman, Cultural Committee Deputy Treasurer Vice Chairman, Cultural Committee Deputy Treasurer Vice Chairman, Cultural Committee	23-4-2004 to 29-7-2006 29-7-2006 to 30-6-2007 30-6-2007 to 5-7-2008 5-7-2008 to 4-7-2009 4-7-2009 to 3-7-2010 3-7-2010 to 2-7-2011 2-7-2011 to 2-7-2016 2-7-2016 to 2-10-2020 2-10-2020 to

				Committee	25-6-2022
7. Ven Sek Bao Tong	Buddhist Nun	Deputy Treasurer	25-6-2022	Vice Chairman, Dharma Propagation Committee Vice Chairman, Cultural Committee Deputy Treasurer Vice Chairman, Cultural Committee Deputy Treasurer Vice Chairman, Cultural Committee Treasurer	30-6-2007 to 5-7-2008 5-7-2008 to 4-7-2009 4-7-2009 to 3-7-2010 3-7-2010 to 2-7-2011 2-7-2011 to 2-7-2016 2-7-2016 to 2-10-2020 2-10-2020 to 25-6-2022
8. Ven Shi Pu En	Buddhist Monk	Chairman General Affairs Committee	25-6-2022	Council Member	5-11-2016 to 25-6-2022
9. Mr Tan Lee Huak PBM	Company Director	Vice Chairman General Affairs Committee	2-10-2020	Council Member	23-6-2018 to 2-10-2020
10. Ven N. Sumana Thero	Buddhist Monk	Chairman, Dharma Propagation Committee	25-6-2022	Deputy Secretary-General Chairman General Affairs Committee Secretary-General	5-7-2008 to 28-7-2010 28-7-2012 to 5-7-2014 5-7-2014 to 25-6-2022

11. Dr Kweh Soon Han	Lawyer	Vice Chairman, Dharma Propagation Committee	3-7-2010	Vice Chairman, Dharma Propagation Committee Deputy Treasurer Vice Chairman, Buddhist Education Committee	29-7-2006 to 30-6-2007 30-6-2007 to 5-7-2008 5-7-2008 to 3-7-2010
12. Ven Shi You Wei	Buddhist Monk	Chairman, Buddhist Education Committee	3-7-2010	Chairman, Dharma Propagation Committee	5-7-2008 to 3-7-2010
13. Ven Sek Bao Ning	Buddhist Nun	Chairman, Cultural Committee	25-6-2022	Vice Chairman Education Committee Deputy Treasurer	23-6-2018 to 2-10-2020 2-10-2020 to 25-6-2022
14. Ven Shi Ding Rong	Buddhist Monk	Chairman, Charities Committee	26-10-2019	Vice Chairman, General Affairs Committee Chairman, General Affairs Committee	5-7-2014 to 2-7-2016 2-7-2016 to 26-10-2020
15. Mdm Cheu Lian Yoke	Senior General Manager	Vice Chairman, Charities Committee	23-6-2018	Council Member	30-7-2016 to 23-6-2018
16. Mr Lee Chuan Too	Company Director	Chairman, Public Relations Committee	25-6-2020	Council Member	5-12-2020 to 25-6-2022
17. Dr Tan Choon Kim PBM	Medical Doctor	Council Member	26-7-2008	Member, Executive Committee	18-7-1998 to 14-5-2000
18. Ven Shi Chuan Jia	Buddhist Monk	Council Member	24-9-2022	Nil	Nil
19. Ven Sek Yan Qing	Buddhist Nun	Council Member	24-9-2022	Nil	Nil

3. Trustees for Immovable Properties

As a registered society, the immovable properties of the Federation have been registered in the name of the following Trustees in accordance with the Trustees Act as well as Federation's Constitution:

1. Ven Seck Kwang Phing BBM
2. Ven Seck Sian Siang
3. Ven Shi Chuan Xian
4. Ven Shi Pu En
5. Mr Tan Yew Beng JP, BBM, BBM (L)

Currently, the Federation owns an immovable property described below:

“A free-hold land 157.8 m² in area located at Lorong 24A Geylang where the Federation currently situates. Its approved usage being association building.”

4. Affiliates of the Federation

(1) Maha Bodhi School UEN T 07 GS 5601 J

38th Term of School Management Committee
1st September 2022 to 31 August 2024

Chairman	:	Ven Seck Kwang Phing BBM
Vice Chairman:		Ven Sik Kwang Sheng BBM
Treasurer	:	Ven Sek Bao Tong
Secretary	:	Ven N Sumana Thero
Supervisor	:	Mr Tan Yew Beng JP, BBM, BBM (L)
Members	:	Mdm Chan Poh Swee
		Ven Shi You Guang
		Dr Kweh Soon Han
		Mr Chew Bin Teck
		Mr Seet Seow Pheng
		Mr Yeo Siok Keak

Maha Bodhi School is a Government-aided primary school founded by the Federation in 1949. Accorded SAP School status in 1990. Awarded “Programme for School-Based Excellence Award” in 2006.

The School was selected for PRIME* Project with construction period from Dec 2006 to June 2009. The \$ 26M project was completed in June 2009 and the School has since then operated in this upgrade campus. A \$18.9M Upgrading Project under PERI Phase 3 was launched in 2015, SBF has to raise \$1.6m for this project. The upgrading works commenced in November 2015 and was completed in the third quarter of 2017.

With the completion of this upgrading project, Maha Bodhi School has operated as a full single Session school since January 2018. The upgraded campus has a School-based Student Care Centre.

Mdm Teng Lai Kwan had joined the School as its 8th Principal since 15 December 2021.

(2) Manjusri Secondary School UEN T 07 GS 7307 E

19th Term of School Management Committee
1 November 2023 to 31 October 2025

Chairman	:	Ven Sik Kwang Sheng BBM
Vice Chairman:		Ven N Sumana Thero
Treasurer	:	Ven Shi You Guang
Secretary	:	Mr Tan Yew Beng JP, BBM, BBM (L)
Supervisor	:	Ven Seck Kwang Phing BBM
Members	:	Ven Shi You Wei
		Mdm Chan Poh Swee
		Dr Tan Boon Chwe Colin
		Ven Sek Bao Tong
		Mr Billy Loh
		Ms Candy Lai

Manjusri Secondary School is a government-aided secondary school founded by the Federation since 1982.

The school underwent a massive \$ 27 M upgrading project under the MOE's PRIME* initiative and relocated to Ubi Avenue 1 upon completion of project in Jan 2009. It is now adjacent to Maha Bodhi School. The School moved into this \$24M new campus since Jan 2009.

The School welcomed its 6th Principal Mr Sim Chong Boon on 15 December 2016.

* PRIME: Programme for Rebuilding and Improving Existing Schools.

(3) Prince Siddattha Child Care Centre

It is a community service division of the Federation. Founded in 1995 and located in Bukit Batok, it aims to provide quality child care and pre-school education to residents living in the vicinity of the Centre.

(4) Marine Parade Maha Bodhi Student Care Centre

It is another community service division of the Federation jointly set up with the South East CDC in 1999 to provide before and after school care service to students living around the vicinity of the Centre.

5. Record of SBF Council Members Serving In Other Charities and Community Organisations

Name	Name of Charity/Community Organisation	Position Held
Ven Seck Kwang Ping BBM	• Presidential Council for Religious Harmony MHA	Member
	• National Steering Committee on Racial and Religious Harmony MCCY	Member
	• National Council on Problem Gambling MSF	Member, Panel of Assessors
	• Da Yuan Gong Xiu Hui	Chairman
	• Beeh Low See Temple	Chairman
	• Lian Chee Kek Buddhist Temple	Chairman
	• Singapore Buddhist Sangha Organisation	Secretary
	• Singapore Buddhist Youth Mission	Honorary Abbot

	<ul style="list-style-type: none"> • Soon Tien Keing (Tua Konsi) Ltd • Phor Kiu Siang Tng • Zu-Lin Temple Association • Inter-Religious Organisation (Singapore) • Chong Hood Lim Buddhist Association • Public Free Clinic Society institutional Review Board • St. John Ambulance, Singapore 	<p>Honorary Abbot</p> <p>Honorary Adviser</p> <p>Abbot</p> <p>Council Member</p> <p>Honorary Dharma Adviser</p> <p>Board Member</p> <p>Spiritual Counsellor (Buddhist Faith)</p>
Ven Sik Kwang Sheng BBM	<ul style="list-style-type: none"> • Kong Meng San Phor Kark See Monastery • Awareness Enterprise Pte Ltd • Buddhist College of Singapore • Bright Hill Evergreen Home • Mee Toh School Management Committee • Mee Toh School Ltd • Singapore Buddhist Free Clinic • Inter-Religious Organisation, Singapore • Presidential Council for Minority Rights • Singapore Buddhist Lodge 	<p>- Chief Administrator</p> <p>- Managing Director /Director</p> <p>- 6th Abbot</p> <p>- Director</p> <p>- Rector</p> <p>- Chairman</p> <p>- Committee Member</p> <p>- Chairman</p> <p>- Chairman</p> <p>- Council Member</p> <p>-Council Member</p> <p>-Spiritual Adviser</p>
Ven Sik Ching Sum	<ul style="list-style-type: none"> • Tai Pei Yuen Temple • Tai Pei Old People's Home • Tai Pei Foundation • Tai Pei Buddhist Centre 	<p>President</p> <p>President</p> <p>President</p> <p>President</p>

	<ul style="list-style-type: none"> • Tai Pei Social Service • Singapore Chinese Buddhist Association 	<p>President</p> <p>President</p>
Ven Shi You Guang	<ul style="list-style-type: none"> • Samantabhadra Vihara • Braddel Heights IRCC • Seng Kang West IRCC • Toa Payoh East IRCC • Registry of Marriages • Board of Visitors to SAF Detention Barracks, Ministry of Defence • Metta Welfare Association • Metta School Management Committee • National Steering Committee on Racial and Religious Harmony MCCY • Alliance for Action on Norms for Joss Paper Burning MND • Inter-Religious Organisation (Singapore) • Buddha Tooth Relic Temple (Singapore) 	<p>President/ Abbot</p> <p>Committee Member</p> <p>Committee Member</p> <p>Committee Member</p> <p>Licensed Solemniser / Deputy Registrar</p> <p>Board Member</p> <p>1st Vice President</p> <p>Vice Chairman</p> <p>Working Committee Member</p> <p>Committee Member</p> <p>Exco Member</p> <p>Executive Director</p>
Tan Yew Beng JP, BBM, BBM (L)	<ol style="list-style-type: none"> (1) Joo Chiat Citizens' Consultative Committee (2) Maha Bodhi School Alumni (3) Registry of Marriages, Singapore (4) Singapore Hui Ann Association (5) The Tan Lark Sye Professorship in Chinese Language and Culture Advisory Committee, NTU (6) Singapore Hui Hwa Pugilistic Art Association (7) Nanyang Technological University Alumni Council (Executive Committee) (8) Joo Chiat Inter-Racial and Religious Confidence Circle 	<p>Chairman</p> <p>Adviser President</p> <p>Licensed Solemniser and Deputy Registrar of Marriages</p> <p>President</p> <p>Member</p> <p>Honorary President</p> <p>Member</p> <p>Chairman</p>

	(9) The Association of Nanyang University Graduates (10) Board of Visitors to SAF Detention Barracks Ministry of Defence (11) National Council on Problem Gambling Ministry of Social & Family Development	President Board Member Council member
Mdm Chan Poh Swee	<ul style="list-style-type: none"> • The Dharma Cakra Society • Bright Hill Evergreen Home • Tai Pei Old People's Home • Singapore Buddhist Free Clinic • The Singapore Buddhist Lodge • Singapore Buddhist Lodge Education Foundation 	President Treasurer Treasurer Deputy Secretary Assistant Honorary Secretary Treasurer
Ven Sek Bao Tong	<ul style="list-style-type: none"> • Sakyadhita • The Buddhist Union • Meow Im Kok Yuen 	President President/Trustee President
Tan Lee Huak PBM	<ul style="list-style-type: none"> • Singapore Buddhist Lodge • Singapore Buddhist Lodge Welfare Foundation • Singapore Chinese Medicines and Health Products Merchants Association • S'pore Kityang Huay Kwan • Teochew Federation (Singapore) • Singapore China Friendship Association • Mee Toh School Management Committee 	President Chairman Committee Member Vice President Vice President Committee Member Member
Ven N. Sumana Thero	<ul style="list-style-type: none"> • Singapore Anti - Narcotics Association SANA • Board of Visitors to SAF Detention Barracks MINDEF • Society of Buddhist 	Volunteer Religious Counsellor Board Member Religious Advisor cum Resident Monk

Dr Kweh Soon Han LLB (Hon) LLM, D.Ed	<ul style="list-style-type: none"> Bright Hill Evergreen Home Management Committee NUS Temasek Hall's Senior Common Room Committee Registry of Marriages 	Secretary Fellow Deputy Registrar/ Licensed Solemniser
Ven Shi You Wei	<ul style="list-style-type: none"> Di Zhan Lin Monastery Registry of Marriages Nanyang Polytechnic Buddhist Society Inter-Religious Organisation (Singapore) Board of Visitors to SAF Detention Barracks, Ministry of Defence Alliance for Action on Norms for Joss Paper Burning MND 	President & Abbot Deputy Registrar/ Licensed Solemniser Spiritual Adviser Member Board Member Committee Member
Ven Sek Bao Ning	<ul style="list-style-type: none"> Meow Im Kok Yuen Singapore Buddhist Free Clinic 	Vice President Vice President
Ven Shi Ding Rong	<ul style="list-style-type: none"> Dot Connection Growth Centre 	Mentor
Mdm Cheu Lian Yoke	Kuan Im Tng Temple (Joo Chiat)	Senior General Manager
Dr Tan Choon Kim MBBS, Ph D, FAMS, Cbiol, (Lond) MIbiol (Lond), PBM	<ul style="list-style-type: none"> Kwan Im Thong Hood Cho Temple 	Chairman Board of Trustees
Lee Chuan Too	<ul style="list-style-type: none"> Singapore Buddhist Youth Mission 	Committee Member
Ven Sek Yan Qin	<ul style="list-style-type: none"> Meow Im Kok Yuen Cheng Lian See Temple 	Deputy Secretary Deputy Superintendent

6. Professional Advisers and Bankers

- (1) The Legal Adviser to the Federation is Mr Choo Si Sen. LLB(Hon). JP(Retired), BBM PBM

(2) The Federation's auditor is C.S. Chong & Co PAC.

(3) The Federation has current or FD accounts with the following banks and finance companies:-

- OCBC Bank
- OCBC Bank
- UOB Bank
- Hong Leong Finance Company
- Sing-Investments and Finance Company

7. Chief Executive

The current Chief Executive of the Federation Mr Kua Soon Khe assumed duties on 16 Jan 2006. Prior to this appointment, he was Deputy Executive Director of the Singapore Chinese Chamber of Commerce and Industry from 1983 to 1995, and Executive Secretary of the Singapore Hokkien Huay Kuan from 1996 to 2004. He currently serves as a Co-Lead of the Alliance for Action on Norms for Joss Paper Burning under of Municipal Services Office of the Ministry of National Development.

8. Disclosure of total expenditure and capital outlay remitted overseas during FY 2023

In accordance with the directive issued by the Office of the Commissioner of Charities dated 26 November 2015, we disclose to all members and members of the public that the Federation has not made any expenditure or capital outlay remitted overseas during FY 2023.

9. Financial Year

The financial year of the Federation is from 1st January to 31 December.

10. Governance Evaluation Checklist (1 January to 31 December 2023)

本會截至 2023 年 12 月 31 日的監管評估清單

S/No	Code Description	Code ID	Compliance	Explanation (If Compliance in Progress, Not Complied or not Applicable)
	BOARD GOVERNANCE			
	Board Roles, Composition and Bye-Laws			
1	The Board is wholly independent from the paid executive management of the charity. if the governing document permits paid staff to become Board members, they should comprise not more than one-third of the Board	1.1.2a	Complied	None of the SBF Staff sits on the Board as Member. Only the Chief Executive is attendance to take Minutes in and assist in answering all inquiries.
2	Pay staff does not chair the Board.	1.1.2b	Complied	The Board is chaired by a volunteer elected by the members.
3.	There is a maximum term limit of four consecutive years for the Treasurer (or equivalent) position.	1.1.6	Complied	The term limit for Treasurer is 2 consecutive terms of up to 2 years each, ie: up to 4 years.
	Board Structure			
4.	There are Board committees (or designed Board members) with documented terms of reference in place to oversee the following areas. Where appropriate: a. Audit; b. Programmes and Services; c. Fund-raising; (Applicable to IPCs & Large Charities) d. Appointment / <u>Nomination</u> ; (Applicable to IPCs & Large Charities) e. <u>Human Resource</u> ; (Applicable to IPCs & Large Charities) and f. Investment. (Applicable to Large IPCs)	1.2.1	Complied	We have clearly articulated the terms of reference for 6 main committees in Articles 20 to 26.
	Board Meeting			
5.	The Board meets <u>regularly</u> with a quorum of at least one-third or 3 members (or as required by the governing document).	1.3.2	Complied	Board Meetings are conducted on quarterly basis with a quorum of at least one-thirds of the Board members present.
	STRATEGIC PLANNING			
	Vision & Mission			
6.	The Board periodically approves and reviews the vision and mission of the charity. They are documented and communicated to the public or its members.	2.1.1	Complied	We carry out yearly review.

	CONFLICTS OF INTEREST			
	Related Party Transaction			
7.	There are documented procedures for Board members or paid staff to declare actual or potential conflicts of interest to the Board	3.1.1	Complied	Stated in our Constitution and Staff manual. Board Members Submit written declaration.
8.	Board member with conflicts of interest do not vote or participate in decision making in the matter.	3.1.2	Complied	Board Members concerned declared voluntarily and documented in the Minutes.
	HUMAN RESOURCE MANAGEMENT			
	Staff & Volunteers			
9.	There are documented human resource policies approved by the Board for paid staff (and volunteers, where appropriate).	5.1.1	Complied	Staff Manual was approved by the Board on 27 Oct 2007 and revised on 9 Nov 2013. Updated again in Oct 2015.
	FINANCIAL MANAGEMENT & CONTROLS			
	Budget Planning & Monitoring			
10.	The Board approves an annual budget for the charity's corporate and programme plans and monitors its budget expenditure regularly.	6.1.1	Complied	SBF Budget is presented to the Board for approval annually in January.
	Operational Controls			
11.	The Board ensures periodic internal reviews on controls, process, key programmes and events.	6.2.2	Complied	Weekly checks and internal audit carried out on weekly basis by the Chief Executive.
12.	The charity ensures internal control systems are in place with documented procedures, approved by the Board for financial matters.	6.2.3	Complied	Procedures are documented in the Staff Manual.
	Asset Management			
13.	The charity discloses its reserves policy in the annual report.	6.3.1	Complied	Stated in the notes of audited accounts and annual report.
	DISCLOSURE & TRANSPARENCY			
14.	The charity makes available to its stakeholders an annual report. (Financial accounts are tabled at the Annual General Meeting, if required by the governing document).	8.1.1	Complied	Annual Report together with audited accounts sent to all members at least 14 clear days before AGM.
	PUBLIC RELATIONS & CORPORATE COMMUNICATIONS			
15.	The charity communicates its mission, programmes or activities to key stakeholders,	9.1.1	Complied	Documented in our Annual Report and sent to all Members prior to AGM.