

*10th
Anniversary
Benefit Gala*



SOLUTIONS FOR LOW VISION

ANNUAL REPORT 2022

(1 January – 31 December)

iC2 PrepHouse Limited



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ABOUT US

ABOUT US

Core Values

*Care, Commitment,
Responsibility,
Service,
Empowerment*

Vision Statement

To Enable Confident Living For The Visually Impaired In A Sighted Community.

Mission Statement

To Impart The Requisite Skills And Knowledge That Will Empower And Enrich The Lives Of The Visually Impaired And Their Families.

THE FIRST AND ONLY INSTITUTION OF ITS KIND

iC2 PrepHouse Limited provides structured educational and rehabilitative programmes to empower and enable children and youths with visual impairments to live life confidently, independently, and maximise their potential. Since its inception in 2012, iC2 PrepHouse has provided customised structured programmes for children with visual impairment.

We recognise that children with vision disabilities require special care and attention. The first step we facilitate is to implement a meaningful education programme to maximise their lifelong success. We believe that it is paramount for children with disabilities to integrate with the mainstream as much as possible as this allows them to grow up confident with equal opportunities in life. Hence, our main agenda is to equip these children with visual impairment, aged 0 – 22 years, with the necessary skills so that they can stay in mainstream schools and access the same materials as their peers do.

ABOUT US

CORPORATE INFORMATION



CORPORATE INFORMATION

iC2 PrepHouse was incorporated as a Company Limited by Guarantee (CLG) on 30 Dec 2011 as a charitable organisation for visually impaired children and youths. It was registered under the Charities Act on 31 May 2012 and has been approved as an Institution of a Public Character (IPC) since 31 May 2012. iC2 PrepHouse's IPC status was renewed on 1 September 2022 for validity to 30 June 2025.

Charity Registration Number: 201136583G

ACRA Registration Number: 201136583G

Registered Address: 6 Battery Road #05-01/02 Singapore 049909

LIST OF BOARD MEMBERS

Wong Meng Ee	Director (appointed on 30 Dec 2011)
Looi Lee Geok Audrey	Director (appointed on 30 Dec 2011)
Ang Beng Ti, Christopher	Director (appointed on 30 Dec 2011)
Chia Hsien Lin Jennifer	Director (appointed on 6 May 2013)
Goh Shuet-Li	Director (appointed on 12 Sep 2017)
Ketan Odedra	Director (appointed on 27 Jun 2022)

The Board of Directors of the Company serves without remuneration for their voluntary service to the Company to maintain the integrity of doing public trust and community good instead of personal gain.

EXECUTIVE MANAGEMENT

Chief Executive Officer

Ang Leng Hong (appointed 1 September 2022 to 30 June 2023)

Vision Teacher

Lee Lay Hong (appointed 1 Nov 2012)

The remuneration of all iC2 PrepHouse staff is reviewed and approved by the Board of Directors. iC2 PrepHouse does not have any staff who are related to or a close associate of the Executive Management and/or Board of Directors whose remuneration exceeds \$50,000.

Banker	DBS Bank Ltd/CIMB Bank Berhad/Standard Chartered Bank
Auditor	Baker Tilly TFW LLP
Other Adviser(s)	Legal Advisor: TSMP Law Corporation
Company Secretary	Chia Hsien Lin Jennifer

ANNUAL GENERAL MEETING

The Annual General Meeting is held in May or June each year and within six months after the end of the financial year, ending on 31 Dec. All necessary documents such as Annual Returns and audited financial statements are filed with NCSS (National Council of Social Services), SG Enable and the Commissioner of Charities and disclosed on the Charity Portal within six months of the financial year-end.

ABOUT US

CHAIRMAN AND
BOARD OF DIRECTORS MESSAGE

CHAIRMAN'S MESSAGE

2022 was a year of transition. Our teachers continued services to students and parents as they adjusted to the post-COVID-19 measures. As the situation normalized, we saw many of our events returning to pre-COVID-19 conditions.

One major event was our gala dinner which was held on 10 November 2022. This was an opportunity where we celebrated our major milestone of ten years of iC2's work. It was also an occasion to thank our dedicated team for their professional contributions, our friends and supporters for their unwavering support through donations and volunteering, which has enabled us to come this far. Coincidentally, our efforts as a charity to work towards greater charity governance also paid off. I am proud to share that we complied with all the disclosure categories of the Charity Transparency Framework and were awarded the Charity Transparency Award administered by the Charity Council.

There is still much work to be done in the time ahead and we remain committed to serving individuals with visual impairment. As the time of this writing, iC2 is engaging a new Executive Director, to support the work going forward. On this note, I wish to thank Jamuna Rani and Ang Leng Hong for having contributed to iC2. Each of them have decided to pursue other endeavors and we wish them success in their respective pursuits.

In closing, I would like to express my thanks to all our supporters, donors, partners, and volunteers. Your belief in iC2 and our work enables us to equip students and their families with visual impairments to better succeed in the sighted world.

A/P Wong Meng Ee
20 June 2023

BOARD OF DIRECTORS MESSAGE

2022 can be summed up as a year of transition and rebuilding. As COVID regulations began to ease, the team at iC2 PrepHouse ramped up its processes to ensure safe yet effective and meaningful engagement and interaction between staff, clients, parents and other stakeholders.

For instance, we transited into a mix of hosting both virtual and physical events. Our first Parents Konnect was conducted via Zoom, where parents of our students were able to share their experiences in raising their children with visual impairments and share advice with one another. Separately, the team arranged for a two-day multi-sensorial heritage programme organised by HeritageCares, an accessibility initiative by National Heritage Board (NHB), which included a trip to the National Museum. Twelve students from iC2 PrepHouse went through a series of activities using different senses to develop their interpretation of “What is Singapore Heritage?”. Our yearly Christmas Party and biennial Gala Dinner both made a comeback in 2022 – two meaningful events that allowed us to not only raise funds for our organization, but also build connections with our parents and donors face-to-face.

iC2 PrepHouse was also honored to receive the Charity Governance Award in September 2022. This has inspired the team to continue improving and developing further its capabilities and standards, in operations, IT and other matters.

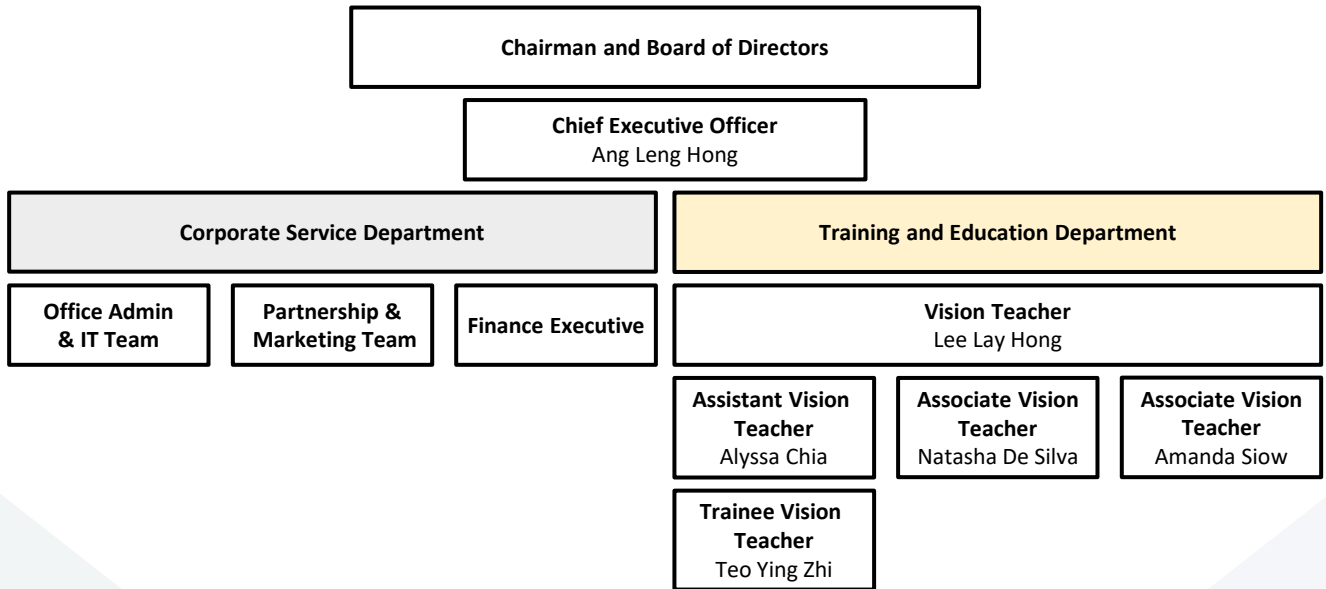
As we navigate 2023, a few areas of focus for the year include attracting more talent to join our team of teachers, grooming a robust administrative team and system and increase opportunities for interaction between and amongst parents, donors and other important stakeholders.

Lastly, the Board would like to say a big thank you to all our staff, students, donors and parents for standing by us during the recent tumultuous years and we look forward to fostering an even more conducive environment to empower our visually impaired youths in a sighted community.

ABOUT US

ORGANISATION STRUCTURE

ORGANISATION STRUCTURE



BOARD SUB-COMMITTEES

Programmes & Services

A/Prof Wong Meng Ee (Chairperson)
Prof John Ravenscroft (Member)
Dr Audrey Looi (Member)

Finance & Investment

A/Prof Wong Meng Ee (Chairperson)
Ms Goh Shuet-Li (Member)

Fundraising

A/Prof Wong Meng Ee (Chairperson)
Dr Audrey Looi (Member)

Audit, Governance, Nomination, Appointment, Human Resources, Business Continuity

Ms Jennifer Chia (Chairperson)
A/Prof Ang Beng Ti, Christopher (Member)
Mr Ketan Odedra (Member)

ABOUT US

LEADERS AND BOARD OF
iC2 PREPHOUSE

BOARD OF IC2 PREPHOUSE

Wong Meng Ee

A/Prof. Wong Meng Ee received his PhD from the University of Cambridge and is presently a tenured Associate Professor at the Psychology and Child & Human Development academic group at the National Institute of Education, Nanyang Technological University. He researches and teaches in special and inclusive education, assistive technology, disability studies and teacher education across diploma and postgraduate courses.



Additionally, he has published in international journals, including Asia Pacific Journal of Education, British Journal of Visual Impairment, International Journal of Inclusive Education, Journal of Visual Impairment and Blindness, Support for Learning. He has also published book chapters with Lexington Books, McGraw Hill, Springer and Routledge. He most recently co-edited the books *Special Needs in Singapore: World Scientific* and *Not Without Us: Perspectives On Disability And Inclusion In Singapore* in 2021 and 2022 respectively.

He currently serves several non-profit and charity organizations, including SG Enable and iC2 PrepHouse. In 2019, he was appointed Chairperson of the Goh Chok Tong Enable Fund.

Outside his academic endeavours, he is a keen athlete. He completed five full marathons, two biathlons, two 10km open water swims and competed in the 2015 ASEAN Para Games, clinching two bronze medals in the Men's S12(50m and 100m) freestyle.

BOARD OF IC2 PREPHOUSE

Audrey Looi

Dr Audrey Looi trained in Oculoplastics at the Singapore National Eye Centre and had completed her fellowships in Oculoplastic, Orbital and Ocular Pathology at the University of British Columbia under the supervision of Prof Peter Dolman, Prof Jack Rootman and Prof Valerie White respectively.



She then returned to Singapore in 2004 with a Best Fellow research prize. Later, she served as Head of the Oculoplastic Service as well as Clinical Director of the General Eye Clinic at the Singapore National Eye Centre from 2007 to 2016 and 2009 to 2019 respectively. Additionally, she was appointed Adjunct Associate Professor at the Duke-NUS Graduate Medical School from 2012 to 2019.

Currently, Dr Looi holds the position of Medical Director at Ava Eye Clinic. She serves as an examiner with the Royal College of Ophthalmology (Edinburgh) and the National University of Singapore, and was elected Treasurer of the Asia Pacific Society of Ophthalmic Plastic and Reconstructive Surgery from 2006 to 2010 and Vice-President of the society from 2012-2014. She served as Editor of the society's newsletter, iPlastic from 2013 to 2018 and was re-elected First Vice-President of the society in December 2018. She is also the First Vice-President of the Singapore Society of Ophthalmic Plastic and Reconstructive Surgery.

BOARD OF IC2 PREPHOUSE

Ang Beng Ti, Christopher

A/Prof Ang Beng Ti trained in Neurosurgery at the National Neuroscience Institute (NNI) Singapore, Vancouver General Hospital and BC Children's Hospital, affiliated to the University of British Columbia in Vancouver, Canada. During his residency, he carried out bench research defining molecular mechanisms in oligodendrocyte development and myelination.



A/Prof Ang is currently a senior consultant and Head of the Department of Neurosurgery at the Singapore General Hospital of NNI, with a subspeciality practice in minimal access Neurosurgery, Neurooncology and Radiosurgery. He also contributes to medical education as an Associate Professor at the Duke-National University of Singapore Graduate Medical School. In addition, he is a clinician-scientist and co-leads the NNI Neuro-Oncology research effort which explores glioblastoma tumorigenesis and its implications for patient-tailored therapy.

BOARD OF IC2 PREPHOUSE

Jennifer Chia

Ms Jennifer Chia is a Partner in the transactional team at TSMP Law Corporation, a corporate and commercial boutique law firm. She heads the Corporate Real Estate and Banking and Finance practices and co-heads the Private Wealth and Trust Advisory desk.



Ms Chia's practice focuses on corporate real estate and various financing transactions. Her professional recognitions include Highly Regarded in Banking in IFLR1000 2019–2022, a Recommended Lawyer in Banking & Finance in The Legal 500 Asia Pacific 2018–2022, a Recommended Lawyer in Corporate and M&A in The Legal 500 Asia Pacific 2020–2022 and a Recommended Lawyer in Banking & Finance in Chambers Global & Asia-Pacific 2022.

Ms Chia holds an L.L.B. Hons from the National University of Singapore, and she was admitted as an Advocate & Solicitor to the Supreme Court of Singapore in 1998. She is a member of the Singapore Academy of Law and the Law Society of Singapore. Ms Chia is also the company secretary of Boys' Town and St. John's Cambridge (Singapore), which focuses on education and youth. At iC2 PrepHouse, she is involved mainly in its corporate compliance and regulatory matters and was drawn to volunteer as her two daughters had been diagnosed with minor vision impairments, which were treatable. However, this experience made her realise the importance and value of the training provided at iC2 PrepHouse, and how life-changing it could be to visually impaired children.

BOARD OF IC2 PREPHOUSE

Goh Shuet-Li

As a law graduate from King's College, University of London, Shuet-Li's professional career started as an Advocate and Solicitor in legal practice. Shortly thereafter, she transitioned into the financial sector, taking on the role of Assistant Director in Institutional Equity sales at a number of multinational financial institutions. In 2000, she moved on to owning and managing her family-owned business in jewellery industry.



Throughout her career, she remained passionate in creating a better and more caring society. Her first entry into the social service sector was as a Board member at Home Nursing Foundation, the most established IPC-status charity in Singapore which provides nursing and other health-related services to the lower income community in their homes, at a national level. She was actively involved in the Human Resource and Staff Development sub-committee and the Communications and Development sub-committee.

In 2016, Shuet-Li joined the Board of iC2Prehouse. She also held a full-time position as Executive Director at Resilience Collective Ltd, an IPC status charity championing the value of the perspectives of persons who have a lived experience of mental health conditions from 2019 to December 2021. Today, she remains engaged as a board member.

BOARD OF IC2 PREPHOUSE

Ketan Odedra

Mr Odedra was educated in London where he obtained a degree in Politics with Economics from Goldsmiths College, University of London. He is currently the Business Resilience Director responsible for the Asia region for Macquarie Group, which has seen him based in Hong Kong for 4 years and in Singapore since 2014.



He has over 22 years of experience working for financial institutions, with 15 years specialising in Business Continuity and Crisis Management. He has been directly involved in and received awards for the response to major incidents from the London (2005) and Mumbai (2008) terrorist attacks to the great Japan quake in 2011, and multiple others since.

Mr Odedra was moved to seek out opportunities to assist charities focused on low vision following the diagnosis of his son in 2017 with a rare condition that resulted in him having Cerebral Visual Impairment (CVI). Since then, he has been assisting iC2 Prehouse through annual fundraising activities, raising awareness, donations in kind and enabling staff training. He joined iC2 PrepHouse as a Board Director in June 2022.

LEADERS OF IC2 PREPHOUSE

Ang Leng Hong **Chief Executive Officer**

Appointed in September 2022 and despite being new to the social services sector, Leng Hong brings over 25 years of corporate experience with him.

He is an accomplished leader with experience in General Management, Strategy, Planning Operations, Marketing and Branding in Technology, Retail, Healthcare and Media Industries, in both MNCs and SMEs.

Driven and ambitious, he has a track records of understanding complex business issues, developing and implementing sustainable improvements through creating strong working relationships. Leng Hong holds an MBA from University of Adelaide and BAA from National University of Singapore (Bizad) respectively and is a graduate of Intellectual Property Law (NUS Law Faculty). Apart from that, he completed 2 full Marathon in 2018 and 2019, and a half marathon in 2023.



LEADERS OF IC2 PREPHOUSE

Lee Lay Hong **Head Vision Teacher**

Lay Hong, a teacher of visually impaired students, graduated from the University of Newcastle, Sydney, Australia, with a Master in Special Education, specialising in visual impairments in 2010. Her course was undertaken at the Renwick Centre of the Royal Institute for Deaf and Blind Children (RIDBC) in Sydney.



She has a certificate in Reading and Writing English Grade 2 Braille from the Royal National Institute of Blind People (RNIB), allowing her to teach braille to children and adults with visual impairments.

In addition to providing itinerant services to students with visual impairments in mainstream primary and secondary schools, as well as home services for early intervention, she has also been a part-time supervisor with the National Institute of Education (Singapore) for the Allied Educator (Learning and Behavioral Support) practicum module since 2008. Before specialising in visual impairments, she was a trained teacher with the Ministry of Education, teaching in mainstream secondary schools. She was also a part-time supervisor for trainee teachers from the NIE between 1996 and 1998 and a part-time tutor at the National University of Singapore, Department of History, in 2002.

ABOUT US

OUR PROGRAMMES AND
SERVICES

OUR PROGRAMMES AND SERVICES

Assistive
Technology

Braille
Literacy

Early
Intervention

Functional
Skills

School
Support
Services



OUR PROGRAMMES AND SERVICES



Assistive Technology

Assistive technology, also known as access technology or adaptive technology, is the array of tools used to help people with visual impairments gain access to the world and environment. **It enables students to access information, read, write and have independence as they study alongside their peers in the mainstream curriculum.**

Assistive technology devices range from low to high technology, for example, handheld magnifier, desktop magnifiers, braille note takers and software like screen readers or screen magnifiers.

At iC2 PrepHouse, we conduct assessments to determine the most appropriate assistive technology and device for each student. Not only will this enhance the performance of the intended student in accessing the environment, but it will also minimise cost. Assessments are essential as most devices are expensive and will waste resources if a piece of equipment bought is deemed unsuitable.

Training in the use of the equipment is essential as it helps the student understand and maximise the potential of the technology to his/her need. Therefore, training sessions are planned and conducted to learn how to harness the equipment and technology in their daily learning.

OUR PROGRAMMES AND SERVICES



Braille Literacy

Braille is a crucial literacy medium as it is **a tactile code enabling the blind alternative access to print.** The abilities to read and write are vital aspects of literacy and learning. Despite technological advances in computer and speech output technology, where the printed text can be auditory accessed by the blind, they do not address the issues of learning to read and write.

Braille serves as an essential medium of learning in young preschool children with the diagnosis or prognosis of severe visual impairment. Mastering braille will enable the children to learn to read and write, prepare them for their primary school education, and lead to higher education. Hence, these children must be provided with options to learn braille to promote literacy.

In the case of school-age children and young adults with a diagnosis or prognosis of severe visual impairment, **functional braille mastery helps maintain confidence and independence.**

Braille is introduced to our students at various ages, depending on their individual learning needs. On referral to our centre, a comprehensive assessment is conducted to assess the student's learning needs. Upon identifying braille as a suitable learning medium for the student, an individual educational plan will be drawn up, and the relevant training will be arranged.

OUR PROGRAMMES AND SERVICES



Early Intervention

Vision is the primary medium for uptake of information. Basic life concepts and tasks are learned incidentally through vision, which children with poor or no vision may miss out on. Hence, infants who are blind or visually impaired are at risk of delayed or aberrant development. **Areas where visual impairment may impact growth include speech and communication, mobility, social, independent self-help, and cognitive skills.**

A developmental assessment appropriate for infants and young children with visual impairments is crucial, in addition to the functional vision assessment and a learning media assessment. At iC2 PrepHouse, the relevant evaluations are conducted when the child is being referred to us. Based on the evaluation, an individualised intervention programme is designed for the child.

During the sessions, **the teachers provide specialist intervention to plug the gaps in acquiring skills and knowledge for future learning.** Our teachers also work with the parents, caregivers, and other service providers to ensure skills are reinforced throughout the day and between intervention sessions. These early intervention programmes from the time of diagnosis are crucial to successfully integrating the child with visual impairment later.

OUR PROGRAMMES AND SERVICES



Functional Skills

The Functional Skills programme covers a **wide range of sensory efficiency skills (visual, tactile, and auditory), concept development and daily living skills**. These skills are essential to develop so that those with visual impairment can lead independent and fulfilling lives. The programme helps the students acquire these skills to maximise their vision and other senses to interact and learn from their environment.

During the student's functional vision assessment, skills that need to be developed are identified and included in the student's Individual Educational Plan. **Practical skills are never taught in isolation but are permanently embedded in the general sessions with the students.** For example, sensory skills are usually conducted during concept development, daily living skills and assistive technology, and orientation and mobility programmes.

OUR PROGRAMMES AND SERVICES



School Support Services

We strive for **the inclusion of children with visual impairments in mainstream schools**. However, being a low incidence disability, the student may be the only person with a visual impairment in the school. Resources and knowledgeable personnel may not be available. Moreover, each visual condition manifests uniquely, hence even if two children are diagnosed with the same disorder, their experiences and needs may differ significantly.

For the child to reap maximum benefits from the inclusion process, **the right level of support must be provided for the child, meeting the individual and unique needs of the child concerned**. iC2 PrepHouse can work with schools and other service providers by making available the resources and expertise in promoting inclusion, through:

- Providing specialist assessment (Functional, Learning Media, and Orientation and Mobility Assessments) to determine the needs of each child.
- Advising teachers and staff of the needs of the child and the provisions required to ensure inclusion.
- Awareness talks to school staff and/or students about visual impairments.
- Working with schools and examination boards to ensure equitable and appropriate accommodations and provisions are given during school and national exams.

OUR PROGRAMMES AND SERVICES

Future Plans

1 Growing Our Teaching Talent

In 2023, we will strive to attract new teachers to join our team and continue to nurture our existing ones. Our teachers are our most valuable resource and we want to provide the best environment and resources for them to develop their skills in order to guide and teach our students.

2 Revamping Our Corporate Services Team

Behind the scenes, the corporate services team works tirelessly to ensure our organisation runs smoothly and efficiently – this includes maintaining of financial accounts, office operations and external liaison with stakeholders. As such, we will be focusing on creating a small but efficient team that will help iC2 PrepHouse grow as a NPO.

3 Improving Culture, Processes and Technology

The impact of COVID-19 undoubtedly still pervades our office space and culture. Moving forward, we will aim to cultivate a more open and interactive office space while making use of technology to allow our staff flexibility of working from home or travelling between working locations.

4 Exploring Collaborations with MOE and SSAs

The team shall continue rallying with MOE for school support for visually impaired students in mainstream schools and tertiary institutions, and working with Social Service Agencies (SSAs) to provide consultancy services to teach visually impaired children and youths.

POLICY, PEOPLE AND DONATIONS

POLICY, PEOPLE AND DONATIONS

TOTAL REMUNERATION FOR TOP
SENIOR EXECUTIVE

TOTAL REMUNERATION FOR TOP SENIOR EXECUTIVE

Remuneration Bands	No. of Executives
S\$100,000 – S\$150,000	1

PROCUREMENT AND FINANCE

Petty Cash Approval	For Staff	For CEO
Less than S\$100	CEO	Any Board Director

PROCUREMENT PROCESS

Items	Less than S\$10,000	More than S\$10,000
Less than S\$100	CEO	Three quotes to be approved by the Board with a recommendation from the CEO.

PURCHASE APPROVAL/ALLOCATION OF EXPENSES

Items	Approval	Second Approval	Third Approval
Less than S\$5,000	CEO	Board Director	
S\$5,001 to S\$10,000	Board Director	Board Director	
S\$10,001 and above	Board Director	Board Director	Board Director

POLICY, PEOPLE AND DONATIONS

COMPANY POLICIES

POLICIES

Annual General Meeting

The Annual General Meeting is held in May each year and within six months after the end of the financial year, ending on 31 December. All necessary documents such as Annual Returns and audited financial statements are filed with NCSS and the Commissioner of Charities and disclosed on the Charity Portal within six months of the financial year-end.

Board Effectiveness and Performance Policy

Once a board director's term is over, the board chairman performs the board director's effectiveness and performance evaluation before re-nomination. The board director who will be renominated will also complete a self-assessment. For the Chairman's re-nomination, the review will be performed by the Nomination Committee.

Board's Renomination Policy

According to iC2 PrepHouse Constitution, each board director serves a 3-year term. Upon completion of the period, the board director is eligible for re-nomination

POLICIES

Board Selection and Recruitment Policy

Upon receiving the resumes for successful candidates for board directorship, the CEO sends them to the Nomination Committee for review. Once the Nomination Committee approves the resumes, the resumes are then passed to the board of directors for consideration. If the resume is acceptable, a face to face or zoom interview is arranged. After the discussion, an offer is made to the potential candidate. Once the offer is accepted, a formal appointment letter with the roles and responsibilities spelt out is given to the candidate for endorsement. Once appointed, he/she is placed in the subcommittees for one year for training and assessment of his/her performance. After one year, the Chairman assesses the board member then, and the board member may remain in the subcommittee, be promoted to the board of directors or asked to leave the subcommittee.

Board Training and Effectiveness Policy

The board member placed in the subcommittee will be mentored by a board of director and will assess his/her performance after the one year term for reappointment or promotion to board director or termination of services.

POLICIES

Conflict of Interest Policy

The Board of Directors of the Company serves without remuneration for their voluntary service to the Company to maintain the integrity of doing public trust and community good instead of personal gain. The Company has a Conflict Policy to avoid any actual or perceived conflicts of interest by ensuring that the policy and declaration form is read and acknowledged with the signature of each board member upon election or appointment and annually after that during his term of office. Full disclosure to the board must be made when a conflict of interest situation arises. A board member abstains from voting in any matter in which he has a conflict of interest.

Personal Data Protection Act Policy

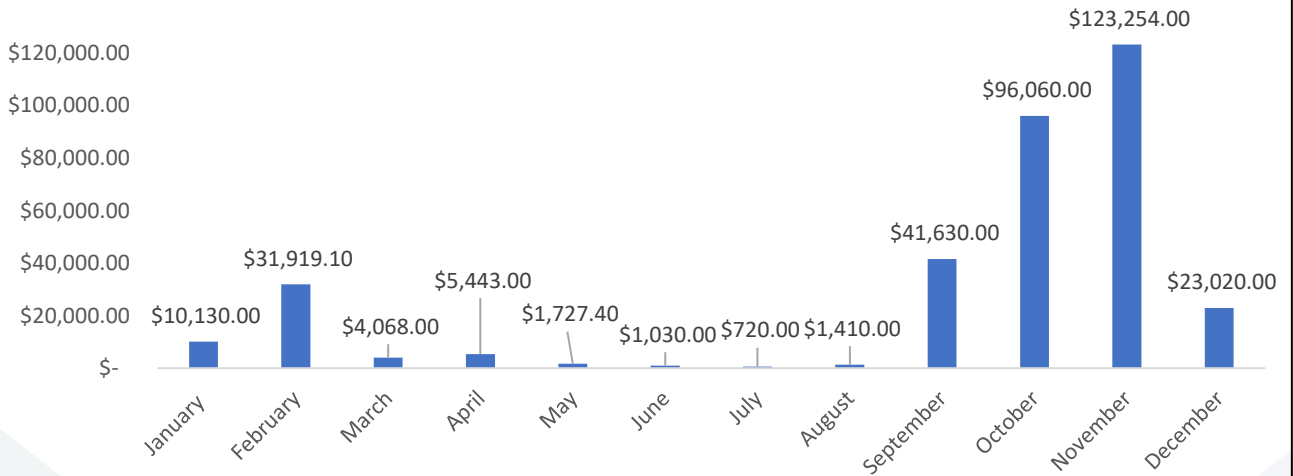
iC2 PrepHouse has implemented processes to comply with the Personal Data Protection Act 2012 (the “PDPA”). Unless otherwise permitted by law, iC2 PrepHouse obtains consent for collecting, using, disclosing, and processing personal data. Consent given may be withdrawn by notification to the Data Protection Officer in AWWA. Data is also used only for purposes disclosed unless otherwise permitted under the law. Reasonable security arrangements are also in place to prevent unauthorised access, collection, use, disclosure, copying, modification or disposal of personal data.

POLICY, PEOPLE AND DONATIONS

BREAKDOWN OF DONATIONS

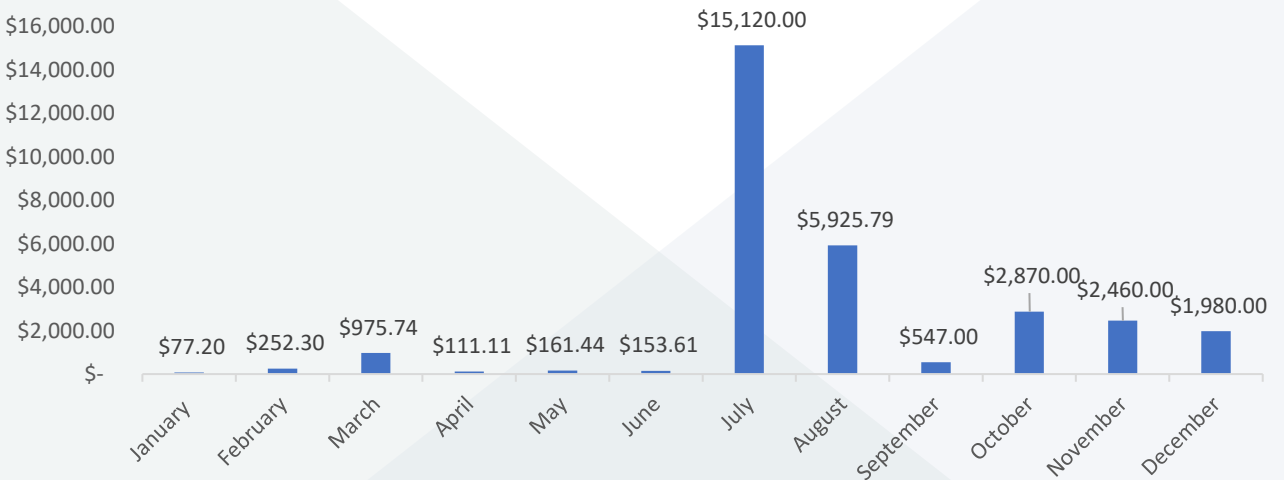
BREAKDOWN OF DONATIONS

Tax Deductible Donations



Total Tax Deductible Donations: \$340,411.50

Non-Tax Deductible Donations



Total Non-Tax Deductible Donations: \$30,634.19

THIS YEAR'S KEY FUNDRAISING EVENT

“Shine Like A Diamond” – iC2 PrepHouse’s 10th Anniversary Gala Dinner

2022’s gala dinner was a special one – held on 10 November at Four Seasons Singapore, it brought together our donors, partners, family, friends and beneficiaries as we marked a decade of iC2’s contributions to the visually impaired community in Singapore.



We were graced by Mr Eric Chua, Senior Parliament Secretary, Ministry of Culture, Community and Youth & Ministry of Social and Family Development, who graciously attended the event as our Guest of Honour.



Highlights of the evening included an auction of a beautiful hand-polished Onyx gem vinyl cuff with a 0.15ct Diamond by An Order of Bling, and performances by beneficiaries and supporters of iC2 PrepHouse.

POLICY, PEOPLE AND DONATIONS

VOLUNTEER OPPORTUNITIES



VOLUNTEER OPPORTUNITIES

Manpower support during events

Tactile Resources Production

Transcribing of Textbooks and Notes for Students

Home Support for Students (Reading/Academic Support)

iC2 PrepHouse accepts the service of all volunteers with the understanding that such service is at the sole discretion of iC2 PrepHouse. Volunteers agree that iC2 PrepHouse may, at any time, for whatever reason, decide to terminate this relationship. The volunteer may, at any time, for whatever reason, decide to sever his or her relationship with us. Notice of such a decision should be communicated as soon as possible to us in writing.

POLICY, PEOPLE AND DONATIONS

NOTABLE EVENTS

HAW PAR JUNIOR AND YOUTH ATHLETICS MEET

5 of our athletes under the Athletics for Vision Impairment programme led by Coach Saravanan participated in the Haw Par Junior and Youth Athletics Meet, organised by Para-Athletics Singapore, on 12 March 2022.



Our athletes took part in track and field events, including the Run, Step, Jump, a modified version of the Long Jump. The final medal tally for iC2 is 5 Gold and 2 Silver. At iC2, we remain steadfast in our belief to enable and inspire our students through sports. Our heartiest congratulations to all athletes.



SOUNDBALL SINGAPORE JUNE PROGRAMME

Soundball is a sport that is similar to tennis and is played indoors using a special sponge tennis ball that rattles when bounced – hence visually impaired players can identify where the ball is based on their hearing. Soundball Singapore, a non-profit organization, aims to use Soundball to inspire the visually impaired to strive beyond their perceived limits.



During the June school holidays, they hosted 6 of our iC2 PrepHouse students at Bedok Heartbeat, over 3 Saturday mornings. With this opportunity, we endeavoured to engage our younger students and their families, to introduce them to a fun and accessible family-bonding activity. Ultimately, the smiles on our students' faces were so heartwarming – proving they had a great time.

PACER MEET

2022'S PACER Meet by Para Athletics took place on 25th June at Choa Chu Kang Stadium. A key element of this Meet is its provision of a platform for both able-bodied and para-athletes to compete together. This is in hopes that the level of competition among para-athletes will increase and attract international participants in the future.



A total of four students took part in the medalled events, participating in both the track and field. All our athletes were exceptional, returning with 6 Gold and 2 silver medals. Another great haul for iC2 PrepHouse!

Congratulations to all our champions.



HAW PAR NATIONAL YOUTH PARA SWIMMING CHAMPIONSHIP

iC2 PrepHouse student, Alex Yuan, participated in the Annual Haw Par National Youth Para Swimming Championships 2022 organized by Singapore Disability Sports Council (SDSC) and held at the Singapore Sports School on 15 September. A total of 32 swimmers of different impairments, classifications and age groups participated in the event.



Alex improved on his personal best timings and won 3 gold medals for the 3 events he swam in:

1. Men's 17-18 years old (S13) 100m Freestyle,
2. Men's 17-18 years old (S13) 50m Freestyle and the
3. Men's 17-18 years old (SB13) 50m Breaststroke

Congratulations, Alex, and well done!

iC2 CHRISTMAS PARTY

On 17 December, we welcomed 75 students and their families to our office as we celebrated the most wonderful time of the year.



The afternoon event included singing and piano performances by our students and an appearance by our very own CEO as Santa Claus. It was a joyous occasion where parents, children and siblings could all interact and bond over food and drinks. Ultimately, our goal was to ensure everyone in attendance knew they were not alone in their journey of learning to be independent in a sighted community – with support and guidance, we all can't wait to see what our children achieve.



Everyone walks away with presents in hand after a lovely afternoon with their peers.

SPORTS AWARDS AND APPRECIATION CEREMONY

On 24 September, we held the annual Sports Awards and Appreciation Ceremony at our office to honour our athletes and recognize their efforts in the two para-athletics meets in 2022. 8 of our athletes participated in both meets and brought back a combined total of 13 Gold, 5 Silver and 1 Bronze medal.



Cash awards (vouchers) were presented to our medal winners together with a certificate of appreciation for all. Tokens of appreciation, a limited-edition Singapore Merlion badge and water bottle from the Singapore National Paralympic Council, were distributed to the attendees at this event as well.

The highlight was having our very own Paralympian, Swimmer Sophie Soon, together with her guide dog, Orinda, to present the awards to our winners. Congratulations to all winners and a deep appreciation to all participants!

KIDS KONNECT X NATIONAL HERITAGE BOARD

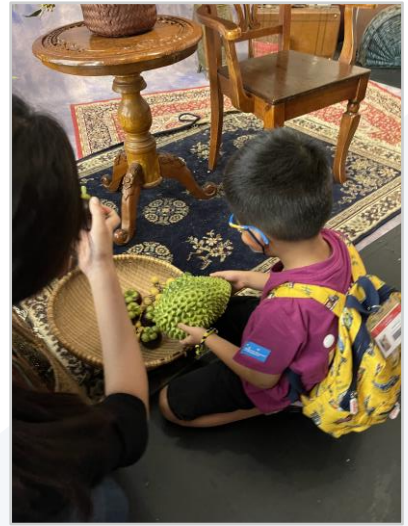
My Tale to Tell was a two-day multi-sensorial heritage programme organised by HeritageCares, an accessibility initiative by National Heritage Board (NHB). 12 students from iC2 PrepHouse went through a series of activities using different senses to develop their interpretation of “What is Singapore Heritage?”.



KIDS KONNECT X NATIONAL HERITAGE BOARD

Day 1: Visit to the National Museum of Singapore

We had 8 volunteers facilitate the visits to 3 exhibitions in the National Museum of Singapore - Growing Up Gallery, Story of the Forest, and Off/On: Everyday Technology that Changed our Lives, 1970s-2000s. They also had a short tour around Fort Canning Park to smell different spices and herbs used in cooking. For teatime, our students were served local kueh, which they absolutely enjoyed!



KIDS KONNECT X NATIONAL HERITAGE BOARD

Day 2: Traditional Games of Singapore

Our students played traditional games with each other using toys like marbles, kuti kuti, sepak takraw, and paper balls. These games were modified to create accessibility and enhance their playing experience. We wrapped the two-day programme with the sharing of student's reflections on what heritage means to them.



POLICY, PEOPLE AND DONATIONS

STUDENT SUCCESS STORIES

HALL OF FAME

At iC2 PrepHouse, we couldn't be more proud of our students who've managed to overcome each of their seemingly unsurmountable challenges to be the vibrant, positive individuals they are today. The 12 students, past and present, in our 2022 Hall of Fame represent the ambition we have at iC2 PrepHouse – to enable as many visually impaired youths to live and learn independently.



Aashwini, 25 years old

Eye condition: Bilateral Vogt-Koyanagi Harada Syndrome

Aashwini completed her studies in the National University of Singapore (NUS) and is currently working as a Strategic Planner in MCI. When her vision started deteriorating in Raffles Junior College, she trained to use the screen reader and magnifier to ensure she was able to continue learning with her peers.

Aina, 7 years old

Eye condition: Optic Atrophy

Aina is an amiable young girl and is always ready to greet others with a bright smile. One always feels comfortable around her. Aina is currently in LightHouse School and has been receiving interventions from iC2 PrepHouse since 2019.



HALL OF FAME



Colin, 17 years old

Eye condition: Cone-Rod Dystrophy

Colin started services at iC2 PrepHouse from 2012 and loves music composition. He is now studying in Singapore Polytechnic, pursuing a Diploma in Media, Arts and Design. Colin is also a national Para swimmer and has represented Singapore in several regional and international events.

Eliot, 7 years old

Eye condition: Cone-Rod Dystrophy

Eliot was referred to iC2 PrepHouse when he was 6 years old and he is currently receiving school support services from us. He is an active and sporty boy who loves to take part in swimming and athletics meets; and has also joined his school Wushu Club.



Firdhaus, 22 years old

Eye condition: Retinitis Pigmentosa

Firdhaus is currently in his 2nd year at Ngee Ann Polytechnic, pursuing a Diploma in Community Services. He is currently utilizing the screen reader Assistive Technology (AT), JAWS, as he studies. Through iC2 PrepHouse, he has developed confidence and knows how to seek support when necessary.

HALL OF FAME



Jaishna, 14 years old

Eye condition: Leber's Congenital Amaurosis

Jaishna is currently in Secondary 2 and was referred to iC2 PrepHouse in 2014. She was trained in both Visual Efficiency and Assistive Technology using the desktop magnifier, Onyx. With that, she's doing well in secondary school. Additionally, she enjoys running, is very sociable and displays maturity amongst her peers.

James, 21 years old

Eye condition: Stargardt Disease

James is currently pursuing a degree in Law in Singapore Management University and has been a student at iC2 PrepHouse since its inception. He is doing well with the Assistive Technology training received in using the screen magnification/reader, Fusion, and desktop magnifier, Onyx.



Joshua, 17 years old

Eye condition: Leber's Hereditary Optic Neuropathy

Joshua is currently in his first year in Junior College and works with the Special Education Officer in his JC when support or consultation is needed. He lost his vision abruptly after Primary 5 and used a screen reader, JAWS, and desktop magnifier, Onyx to help him access his school materials and examinations.

HALL OF FAME



Joshua, 24 years old

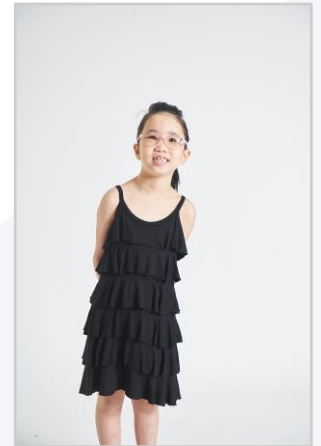
Eye condition: Congenital Glaucoma

Following his abrupt lost of sight, Joshua received training in screen reader and went on to score a place on the Dean's list in Polytechnic. After completing his studies in SMU, he now works as a Digital Accessibility Specialist.

Meagan, 7 years old

Eye condition: Cornea Opacity, Cataract, Familial Exudative Vitreoretinopathy

Meagan is in Kindergarten 2 and is coping well despite having multiple conditions. With early intervention and speech therapy from iC2 PrepHouse since she was 8 months old, Meagan began speaking around the age of 4 years old. She is now awaiting to enter Light House school next year.



Oscar, 5 years old

Eye condition: Bilateral Microphthalmia and corneal opacity

Oscar was first referred to iC2 PrepHouse in 2018. A chatty child with a curious mind, Oscar loves learning about his surroundings and the people around him. He is now taking Braille lessons at iC2 PrepHouse.

HALL OF FAME



Sakinah, 24 years old

Eye condition: Retinopathy of Prematurity

Sakinah completed studies in Polytechnic where she used the screen reader, JAWS, and braille display to help her access her schoolwork. She is now working in Human Resources and is part of the Purple Symphony.

Sophie, 25 years old

Eye condition: Cone-Rod Dystrophy

Sophie was diagnosed with Cone-Rod Dystrophy when she was 5 years old and was a student at iC2 PrepHouse from its inception. She is now a young working adult and competitive swimmer – she represented Singapore in the Tokyo Paralympic Games in 2021.



Zara, 18 years old

Eye condition: Cortical Visual Impairment (CVI)

Zara had a stroke when she was 9 years old and it affected her right side, mobility and vision. However, she remains cheerful and optimistic through her difficulties and in 2022, will graduate from Cerebral Palsy Alliance Singapore (CPAS) school.

FINANCIALS

FINANCIALS

REVIEW OF FINANCIAL STATE

REVIEW OF FINANCIAL STATE AND EXPLANATION OF MAJOR FINANCIAL TRANSATIONS

For the financial year ended 2022, our reserves ratio is 1.20.

Reserves as at Dec 2022	1,278,973
Expenditure in 2022	1,062,922
Reserves Ratio	1.20

FINANCIALS

EXPLANATIONS OF THE PURPOSES
FOR WHICH THE CHARITY'S
ASSETS ARE HELD

EXPLANATIONS OF THE PURPOSES FOR WHICH THE CHARITY'S ASSETS ARE HELD

The assets owned by iC2 PrepHouse are used for daily operational needs. iC2 PrepHouse has not purchased any significant assets. However, specialised equipment such as CCTV (big print reader), handheld magnifiers, Brailers and screen reading software are the essential teaching aids in Assistive Technology Programme.

FINANCIALS

RECORD OF BOARD MEETINGS

RECORD OF BOARD MEETINGS

Board meetings were held on 22 January and 18 May 2022, in full attendance of its Board members. The Annual General Meeting was held on 14 June 2022, attended by Dr Wong Meng Ee, Dr Audrey Looi and Mr And Beng Ti.

FINANCIALS

CODE OF GOVERNANCE
CHECKLIST

CODE OF GOVERNANCE CHECKLIST

S/No.	Code guideline	Code ID	Response (select whichever is applicable)	Explanation (if Code guideline is not complied with)
BOARD GOVERNANCE				
1	Induction and orientation are provided to incoming governing board members upon joining the board.	1.1.2	Complied	
2	Are there governing board members holding staff ¹ appointments?		No	
3	<p>The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairperson or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years.</p> <p>If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairperson oversees the finances of the charity.</p>	1.1.7	Complied	
4	All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years.	1.1.8	Complied	4
5	The board conducts self-evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter.	1.1.12	Complied	

CODE OF GOVERNANCE CHECKLIST

6	Is there any governing board member who has served for more than 10 consecutive years?		Yes	iC2 has 3 board members who have served more than 10 consecutive years. The matter was tabled and voted on at a board meeting. It was subsequently approved that they continue to serve because their unique background experience and knowledge enabled them to individually still value-add and contribute actively to the organisation.
7	There are documented terms of reference for the board and each of its committees.	1.2.1	Complied	
CONFLICT OF INTEREST				
8	There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the board at the earliest opportunity.	2.1	Complied	
9	Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.	2.4	Complied	

CODE OF GOVERNANCE CHECKLIST

STRATEGIC PLANNING				
10	The board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.	3.2.2	Complied	
HUMAN RESOURCE AND VOLUNTEER ² MANAGEMENT				
11	The board approves documented human resource policies for staff.	5.1	Complied	
12	There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the board.	5.3	Complied	
13	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied	
14	Are there volunteers serving in the charity?		Yes	
15	There are volunteer management policies in place for volunteers.	5.7	Complied	
FINANCIAL MANAGEMENT AND INTERNAL CONTROLS				
16	There is a documented policy to seek the board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes.	6.1.1	Complied	

CODE OF GOVERNANCE CHECKLIST

17	The board ensures that internal controls for financial matters in key areas are in place with documented procedures.	6.1.2	Complied	
18	The board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied	
19	The board ensures that there is a process to identify, and regularly monitor and review the charity's key risks.	6.1.4	Complied	
20	The board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.	6.2.1	Complied	
21	Does the charity invest its reserves (e.g. in fixed deposits)?		Yes	
22	The charity has a documented investment policy approved by the board.	6.4.3	Complied	
FUNDRAISING PRACTICES				
23	Did the charity receive cash donations (solicited or unsolicited) during the financial year?		Yes	
24	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied	
25	Did the charity receive donations in kind during the financial year?		No	
26	All donations in kind received are properly recorded and accounted for by the charity.	7.2.3	Yes	

CODE OF GOVERNANCE CHECKLIST

DISCLOSURE AND TRANSPARENCY				
27	<p>The charity discloses in its annual report</p> <p>a) the number of Board meetings in the financial year; and</p> <p>b) the attendance of every governing board member at those meetings.</p>	8.2	Complied	
28	Are governing board members remunerated for their services to the board?		No	
29	Does the charity employ paid staff?		Yes	
30	No staff is involved in setting his own remuneration.	2.2	Complied	
31	<p>The charity discloses in its annual report</p> <p>a) the total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity's subsidiaries) exceeding \$100,000 during the financial year; and</p> <p>b) whether any of the 3 highest paid staff also serves as a governing board member of the charity.</p> <p>The information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p>OR</p> <p>The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.</p>	8.4	Complied	

CODE OF GOVERNANCE CHECKLIST

32	<p>The charity discloses the number of paid staff who satisfies all of the following criteria:</p> <ul style="list-style-type: none"> a) the staff is a close member of the family³ belonging to the Executive Head⁴ or a governing board member of the charity; b) the staff has received remuneration exceeding \$50,000 during the financial year. <p>The information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p>OR</p> <p>The charity discloses that there is no paid staff, being a close member of the family³ belonging to the Executive Head⁴ or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year.</p>	8.5	Complied	
PUBLIC IMAGE				
33	<p>The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.</p>	9.2	Complied	

CODE OF GOVERNANCE CHECKLIST

Notes:

- ¹ Staff: Paid or unpaid individual who is involved in the day to day operations of the charity, e.g. an Executive Director or administrative personnel.
- ² Volunteer: A person who willingly serves the charity without expectation of any remuneration.
- ³ Close member of the family: A family member belonging to the Executive Head or a governing board member of a charity —
 - a) who may be expected to influence the Executive Head's or governing board member's (as the case may be) dealings with the charity; or
 - b) who may be influenced by the Executive Head or governing board member (as the case may be) in the family member's dealings with the charity.

A close member of the family may include the following:

 - a) the child or spouse of the Executive Head or governing board member;
 - b) the stepchild of the Executive Head or governing board member;
 - c) the dependant of the Executive Head or governing board member.
 - d) the dependant of the Executive Head's or governing board member's spouse.
- ⁴ Executive Head: The most senior staff member in charge of the charity's staff.