

Governance

Evaluation Checklist

Governance Evaluation Checklist (Advanced Tier) – 1 April 2020 to 31 March 2021

S/NO	CODE GUIDELINE	CODE ID	RESPONSE
BOARD GOVERNANCE			
1	Induction and orientation are provided to incoming governing board members upon joining the Board.	1.1.2	Complied
A	Are there governing board members holding staff appointments?		No
2	The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years. If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity.	1.1.7	Complied
3	All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years.	1.1.8	Complied
4	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
B	Is there any governing board member who has served for more than 10 consecutive years?		No
5	There are documented terms of reference for the Board and each of its committees.	1.2.1	Complied
CONFLICT OF INTEREST			
6	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
7	Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.	2.4	Complied
STRATEGIC PLANNING			
8	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
9	There is a documented plan to develop the capacity and capability of the charity and the Board monitors the progress of the plan.	3.2.4	Complied

S/NO	CODE GUIDELINE	CODE ID	RESPONSE
HUMAN RESOURCE AND VOLUNTEER MANAGEMENT			
10	The Board approves documented human resource policies for staff.	5.1	Complied
11	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
12	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied
C	Are there volunteers serving in the charity?		Yes
13	There are volunteer management policies in place for volunteers.	5.7	Complied
FINANCIAL MANAGEMENT AND INTERNAL CONTROLS			
14	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
15	The Board ensures that internal controls for financial matters in key areas are in place with documented procedures.	6.1.2	Complied
16	The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied
17	The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks.	6.1.4	Complied
18	The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.	6.2.1	Complied
D	Does the charity invest its reserves (e.g. in fixed deposits)?		Yes
19	The charity has a documented investment policy approved by the Board.	6.4.3	Complied
FUNDRAISING PRACTICES			
E	Did the charity receive cash donations (solicited or unsolicited) during the financial year?		Yes
20	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied
F	Did the charity receive donations in kind during the financial year?		Yes
21	All donations in kind received are properly recorded and accounted for by the charity.	7.2.3	Complied
DISCLOSURE AND TRANSPARENCY			
22	The charity discloses in its annual report – (a) the number of Board meetings in the financial year; and (b) the attendance of every governing board member at those meetings.	8.2	Complied

S/NO	CODE GUIDELINE	CODE ID	RESPONSE
G	Are governing board members remunerated for their services to the Board?		No
H	Does the charity employ paid staff?		Yes
23	No staff is involved in setting his own remuneration.	2.2	Complied
	The charity discloses in its annual report – (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		
24	(b) whether any of the 3 highest paid staff also serves as a governing board member of the charity.	8.4	Complied
	The information relating to the remuneration of the staff must be presented in bands of \$100,000. OR The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.		
	The charity discloses the number of paid staff who satisfies all of the following criteria: (a) the staff is a close member of the family belonging to the Executive Head or a governing board member of the charity;		
	(b) the staff has received remuneration exceeding \$50,000 during the financial year.		
25	The information relating to the remuneration of the staff must be presented in bands of \$100,000. OR The charity discloses that there is no paid staff, being a close member of the family belonging to the Executive Head or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year.	8.5	Complied
PUBLIC IMAGE			
26	The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.	9.2	Complied