

2. Governance Evaluation Checklist Annual Checklist Declaration 2016 - Beyond Social Services

Board's endorsement is sought to:

1. Approve the Governance Evaluation Annual Checklist Declaration to the Charities Unit (CU) for the period of Jan to Dec 2016; and
2. Authorise Assistant Director (Andrew Loh) to submit the checklist to CU on behalf of the Board upon conclusion of the annual general meeting in May 2017;

The checklist is made available in BSS' annual report and public viewing at the e-Service page in the Charity Portal.

S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied to or not applicable)
BOARD GOVERNANCE				
1	Are there Board members holding staff appointments? Remarks: (Skip questions 2 and 3 if "No")		No	
2	If the governing instrument permits staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2		
3	Staff does not chair the Board.	1.1.2		
4	There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.6	Complied	Honorary Treasurer holds the same office for four (4) consecutive years only. Fui Siong is appointed Treasurer from Term 2014/15.
5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Complied	10 Board committees are 1. Audit; 2. Appointment and Nomination; 3. Finance and Administration; 4. Fund-raising; 5. Human Resource; 6. Programmes and Services; 6.1 Healthy Start Child Development Centre Management Committee 6.2 Info-Tech; 7. Public Relations; and 8. Volunteers.

S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied to or not applicable)
6	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	1.3.1	Complied	Board meets quarterly. A simple majority of members present and voting forms the quorum.
CONFLICT OF INTEREST				
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	Conflict of interest policy is in place. Board members, committee chairpersons and key staff members sign the declaration annually.
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	Board members declare potential or actual conflicts of interest, do not participate in the decision making and is documented in the minutes of meetings.
STRATEGIC PLANNING				
9	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	3.1.1	Complied	Board reviews the vision and mission periodically. We communicate the vision and mission to members and the public through the corporate website, annual reports and other channels.
10	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	Programmes and services Committee who reports directly to the Board, guides the management. EXCO and board's expertise are tapped whenever needed.
HUMAN RESOURCE MANAGEMENT				
11	The Board approves documented human resource policies for staff.	5.1	Complied	HR policies are approved by Human Resource Committee who reports directly to Board. Approval of these policies is recorded in the minutes of meetings.

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12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	Processes are place for regular guidance, feedback, appraisal and training programmes.
FINANCIAL MANAGEMENT AND CONTROLS				
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	Finance policies and procedures are documented. An internal auditor was appointed for Years 2015 and 2016. Agreed plans of actions are worked into the processes and procedures.
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	The Audit Committee provides guidance to the Management and reports to Board directly.
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	The annual budget and fund raising plans are tabled to Board in November for approval. Financial statements – monthly, quarterly and half-yearly and analysis are emailed to board members.
16	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	The reserves policy is disclosed in the corporate website and notes of audited accounts. Board aims to build one year of operating reserves.
17	Does the charity invest its reserves? Remarks: (Skip question 18 if "No")		No	Unused funds are placed out as Singapore dollar denominated fixed deposits with local financial institutions.

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18	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	6.4.3		
FUNDRAISING PRACTICES				
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	Finance policies and procedures are reviewed and audited periodically. Donations received in compliance with the procedures.
DISCLOSURE AND TRANSPARENCY				
20	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	8.1	Complied	Copies of the audited financial statements are emailed to all members prior to Annual General Meeting (AGM) and adopted at the AGM. Annual reports are posted in the websites of BSS, NCSS and Charity portal.
21	Are Board members remunerated for their Board services? Remarks: (Skip questions 22 and 23 if "No")		No	Volunteers contribute their time and services pro bono.
22	No Board member is involved in setting his or her own remuneration.	2.2		
23	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2		
24	Does the charity employ paid staff? Remarks: (Skip questions 25 and 26 if "No")		Yes	
25	No staff is involved in setting his or her own remuneration.	2.2	Complied	Human Resource Committee guides in all matters relating to human resource and reports to Board directly.

S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied to or not applicable)
26	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	The annual remuneration of three highest staff, in salary bands, is disclosed in the audited financial statements and annual report.
PUBLIC IMAGE				
27	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	Information of our vision, mission, programmes, financials are posted on the corporate website. Our work is explained at the various engagement sessions throughout the years with donors and volunteers. Annual reports and publications are made freely available.