

## Beyond Social Services

Submission is for evaluation period: Jan 2011 to Dec 2011

S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied to or not applicable)
<b>BOARD GOVERNANCE</b>				
A	Are there Board members holding staff appointments?  Remarks: (Skip questions 2 and 3 if "No")		No	
1	If the governing instrument permits staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2		
2	Staff does not chair the Board.	1.1.2		
3	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	The term of office for Honorary Treasurer is 4 consecutive years.
4	The Board has an audit committee (or designated Board members) with documented terms of reference.	1.2.1	Complied	The Audit Committee comprised 3 volunteers namely 1 Board member and 2 co-opted members. All are experienced Auditors/Accountants.
5	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.
<b>CONFLICT OF INTEREST</b>				
6	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	The conflict of interests policy is in place. Board and key staff members sign the declaration annually.
7	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
<b>STRATEGIC PLANNING</b>				
8	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	
9	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	
<b>HUMAN RESOURCE MANAGEMENT</b>				
10	The Board approves documented human resource policies for staff.	5.1	Complied	
11	There are systems for regular supervision,	5.6	Complied	

S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied to or not applicable)
	appraisal and professional development of staff.			
<b>FINANCIAL MANAGEMENT AND CONTROLS</b>				
12	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
13	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
14	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
15	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	Beyond aims to build an operating reserve of 2 to 3 years.
B	Does the charity invest its reserves? Remarks: (Skip question 18 if "No")		No	Reserves are placed out as term deposits with Singapore local banks.
16	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		
<b>FUNDRAISING PRACTICES</b>				
17	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
<b>DISCLOSURE AND TRANSPARENCY</b>				
19	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	
C	Are Board members remunerated for their Board services? Remarks: (Skip questions 22 and 23 if "No")		No	Volunteers contribute their time and efforts pro bono.
19	No Board member is involved in setting his or her own remuneration.	2.2		
20	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2		
D	Does the charity employ paid staff? Remarks: (Skip questions 25 and 26 if "No")		Yes	
21	No staff is involved in setting his or her own remuneration.	2.2	Complied	All human resource matters are supervised by the Human Resource Committee (HRC)

S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied to or not applicable)
				who reports to the Board. The HRC members comprised volunteers namely 2 Board members and 2 co-opt members who are HR specialists.
22	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	Beyond disclosed the annual remuneration of Assistant Directors and above. It is grouped into 3 tiers – below \$75K, between \$75K to \$100K and above \$100K.
<b>PUBLIC IMAGE</b>				
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	