

## Beyond Social Services

Submission is for evaluation period: Jan 2012 to Dec 2012

| 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?<br><br>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   | Honorary Treasurer can hold the same office for four (4) consecutive years only.   |
| 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   | Conflict of interests policy is in place. Board members, committee chairpersons 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   |  |

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| 11                                       | There are systems for regular supervision, appraisal and professional development of staff.   | 5.6     | Complied   |  |
| <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   | An internal auditor (Shared Services for Charities) was appointed to independently review of our processes and controls for Years 2012 and 2013. |
| 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 reserves of 2 to 3 years.  |
| B  | Does the charity invest its reserves?<br>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>       |   |         |            |  |
| 18                                       | 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?<br>Remarks: (Skip questions 22 and 23 if "No")  |         | No         | Volunteers contribute their time and service 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?<br>Remarks: (Skip questions 25 and 26 if  |         | Yes        |  |

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|              | "No")  |         |            |  |
| 21           | No staff is involved in setting his or her own remuneration.   | 2.2     | Complied   | Human Resource Committee guides all matters relating to human resource. HRC reports to Board directly. |
| 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   |  |
| PUBLIC IMAGE |  |         |            |  |
| 23           | The charity accurately portrays its image to its members, donors and the public.   | 9.1     | Complied   |  |