

## Beyond Social Services - Governance Evaluation Checklist

This submission is for evaluation period: **Jan 2014 to Dec 2014.**

S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied to or not applicable)
<b>BOARD GOVERNANCE</b>				
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.
5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Compiled	10 Board committees namely <ul style="list-style-type: none"> <li>- Audit;</li> <li>- Appointment and Nomination;</li> <li>- Finance and Administration;</li> <li>- Fund-raising;</li> <li>- Human Resource;</li> <li>- Information Technology;</li> <li>- Programmes and Services;</li> <li>- Healthy Start Child Development Centre Management Committee;</li> <li>- Beautiful People; and</li> <li>- Volunteers</li> </ul>
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	Compiled	Board meets quarterly.
<b>CONFLICT OF INTEREST</b>				
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Compiled	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	Compiled	

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<b>STRATEGIC PLANNING</b>				
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	
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	
<b>HUMAN RESOURCE MANAGEMENT</b>				
11	The Board approves documented human resource policies for staff.	5.1	Complied	
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
<b>FINANCIAL MANAGEMENT AND CONTROLS</b>				
13	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 and their recommendations were implemented.
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
16	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	Beyond aims to build an operating reserve of 1 year.
17	Does the charity invest its reserves?  Remarks: (Skip question 18 if "No")		No	
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		
<b>FUNDRAISING PRACTICES</b>				
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	

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<b>DISCLOSURE AND TRANSPARENCY</b>				
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	Compiled	
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	Compiled	Human Resource Committee (HRC) guides in all matters relating to human resource and reports to Board directly.
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	Compiled	
<b>PUBLIC IMAGE</b>				
27	The charity accurately portrays its image to its members, donors and the public.	9.1	Compiled	