

Beyond Social Services

Governance Evaluation Checklist Annual Declaration 2015

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 for 2 years from 2014.
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.
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.
CONFLICT OF INTEREST				

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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	
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	
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	
HUMAN RESOURCE MANAGEMENT				
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	
FINANCIAL MANAGEMENT AND CONTROLS				
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	An internal auditor (Baker Tilly Consultancy (Singapore) Pte Ltd) is appointed Internal Auditor for Years 2015 and 2016.
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	Board aims to build one year of operating reserves.

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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.
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	
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	Annual reports are posted in the websites of BSS 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.

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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	Information is disclosed in the annual report.
PUBLIC IMAGE				
27	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	