

# CODE OF GOVERNANCE CHECKLIST



S/N	Description	Code ID	Response
<b>Board of Governance</b>			
1	<b>Induction</b> and <b>orientation</b> are provided to incoming Board members on joining the Board.	1.1.2	Complied
	<b>Are there Board members holding staff appointments? (Skip items 2 and 3 if “No”)</b>		<b>Yes</b>
2	Staff does not chair the Board and does not comprise more than one-third of the Board.	1.1.3	Complied
3	There are written job descriptions for their executive functions and operational duties which are <b>distinct from their Board roles</b> .	1.1.5	Complied
4	There is a <b>maximum limit of four consecutive years</b> for the Treasurer position (or equivalent, e.g. Finance Committee Chairman or person on Board responsible for overseeing the finances of the charity).  Should the charity not have an appointed Board member, it will be taken that the Chairman oversees the finances.	1.1.7	Complied
5	All Board members submit themselves for <b>re-nomination and re-appointment</b> , at least once every three years.	1.1.8	Complied
6	There are <b>documented terms of reference</b> for the Board and each of its Board committees.	1.2.1	Complied
<b>Conflict of Interest</b>			
7	There are documented procedures for Board members and staff to declare actual or potential <b>conflicts of interest</b> to the Board at the earliest opportunity.	2.1	Complied
8	Board members <b>do not vote or participate</b> in decision-making on matters where they have a conflict of interest.	2.4	Complied

S/N	Description	Code ID	Response
	<b>Human Resource and Volunteer Management</b>		
9	The Board approves <b>documented human resource policies</b> for staff.	5.1	Complied
	<b>Financial Management and Internal Controls</b>		
10	There is a documented policy to seek Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of its core charitable programmes.	6.1.1	Complied
11	The Board ensures <b>internal controls for financial matters</b> in key areas are in place with <b>documented procedures</b> .	6.1.2	Complied
12	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied
13	The Board approves an <b>annual budget</b> for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied
	<b>Does the charity invest its reserves, including fixed deposits? (skip 14 if "No")</b>		<b>No</b>
14	The charity has a <b>documented investment policy</b> approved by the Board.	6.4.3	N/A
	<b>Fundraising Practices</b>		
	<b>Did the charity receive cash donations (solicited or unsolicited) during the year? (Skip item 15 if "No")</b>		
15	All collections received (solicited or unsolicited) are <b>properly accounted for</b> and <b>promptly deposited</b> by the charity.	7.2.2	Complied
	<b>Did the charity receive donations-in-kind during the year? (Skip item 16 if "No")</b>		<b>Yes</b>
16	All donations-in-kind received are <b>properly recorded</b> and <b>accounted for</b> by the charity.	7.2.3	Complied

S/N	Description	Code ID	Response
	<b>Disclosure and Transparency</b>		
17	The charity discloses in its annual report: i) Number of Board meetings in the year; and ii) Individual Board member's attendance.	8.2	Complied
	<b>Are Board members remunerated for their Board services? (Skip items 18 and 19 if "No")</b>		<b>No</b>
18	<b>No</b> Board member is involved in setting his or her own remuneration.	2.2	N/A
19	The charity discloses the <b>exact</b> remuneration and benefits received by each Board member in its annual report.  OR  The charity discloses that no Board members are remunerated.	8.3	N/A
	<b>Does the charity employ paid staff1? (Skip items 20 and 21 if "No")</b>		<b>No</b>
20	No staff is involved in setting his or her own remuneration.	2.2	N/A
21	The charity discloses in its annual report: i) The total annual remuneration (including any remuneration received in its subsidiaries), for each of its three highest paid staff1, who each receives remuneration exceeding \$100,000, in bands of \$100,000; and  ii) If any of the three highest paid staff1 also serves on the Board of the charity.  OR  The charity discloses that none of its staff1 receives more than \$100,000 in annual remuneration each.	8.4	N/A



**HUG Community Services Ltd**

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*I declare that my charity's Board has approved this Governance Evaluation*

*Checklist and authorised me to submit on its behalf.*

*All information given by me in this checklist submission is true to the best of my knowledge and I have not wilfully suppressed any material fact.*

*The full responsibility for providing accurate and updated checklist information will rest with my charity's Board.*

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***Based on Code of Governance Issued by The Charity Council, April 2017 (Page 69)***

*1 Staff: Paid or unpaid individuals who are involved in the day-to-day operations of the charity, e.g. an Executive Director or Administrative personnel.*

*2 Volunteer: Persons who willingly give up time for charitable purposes, without expectation of any remuneration. For volunteers who are involved in the day-to-day operations of the charity, they should also abide by the best practices set out in the Code applicable to 'staff'.*

# POLICY STATEMENTS



HUG Community Services Limited (HCSL) is governed by the constitution of the association and has complied with the Code of Governance for charities & Institutions of a Public Character (IPCs).

## BOARD OF GOVERNANCE

### Office Bearers

At the first meeting of the **Board of Management (BOM)**, held after the Annual General Meeting, a Chairman, a Vice-Chairman, an Honorary Secretary, a Treasurer of HCSL were elected amongst the members of the BOM for a period of two years or until their successors are elected. No person shall be elected as Honorary Treasurer or otherwise hold the office of Honorary Treasurer for more than four consecutive terms, and such person will only be eligible for reelection as Honorary Treasurer after the lapse of at least two years.

### Leadership Team

The Leadership Team comprises a Managing Director, an Executive Director and an Associate Director. It has the executive powers to administer the affairs of HCSL in accordance with the Constitution, Rules and Regulations and the board's policy, and provides guidance and oversight to the core team on the operations of HCSL. These include the setting of policies on the operational matters and approval of expenditures within the financial limits. The Leadership Team keeps the BOM fully informed on the affairs of HCSL and where appropriate, refer certain matters to the BOM for approval.

HCSL is a Non-profit Organisation, operated by a team of full-time volunteer staff. No staff is involved in setting his or her own remuneration. HCSL discloses its annual report that no staff are paid.

## **FINANCIAL MANAGEMENT & CONTROL**

The BOM ensures that documented procedures are in place for financial matters in key areas. The BOM also ensures reviews and enhances monitoring on controls, processes, key programmes and events.

The BOM reviews and approves annual budgets for HCSL's plans and regularly monitors financial performance. The financial statements of HCSL are drawn up in accordance with the Singapore Financial Reporting Standards (SFRS).

HCSL discloses its reserves policy in the annual report and does not make any loan.

## **FINANCIAL PRACTICES**

HCSL has established guidelines on fundraising. These guidelines are based on the best practices set out by the National Council of Social Service (NCSS) and the Charity Council.

The committee for each fundraising event consists of only HCSL full-time staff. The donors are informed of our objectives and targets.

## **RESERVES POLICY**

HCSL targets at least three months of operating reserves funded from donations. These reserves will ensure that our ability to serve the community is not subjected to the vagaries of the economy as at the end of the financial year, our ratio of reserves to annual operating expenditure stands at three months.

### **The restricted funds and their purposes are as follows:**

Food-for-Senior (FFS) - Refer to the project FFS programme whereby funds are used for the instant and dry food costs of the homes for the elderly.

## **DISCLOSURE AND TRANSPARENCY**

The Conflict of Interest (COI) policy is to be endorsed by the Board. Annually, the Board Members and Management Staff make declarations of actual or potential conflicts of interest to the board.

It is compulsory for all Board Members to make annual declarations of interests, which are to be signed and acknowledged by the Executive Director of HCSL and presented to the Board.

At committee meetings, the General Secretary of HCSL will announce the potential conflict of interest and Board Members who are faced with conflicting situations are excluded from decision-making processes relating to the matter.

## **PERSONAL DATA PROTECTION ACT (PDPA) POLICY**

HCSL respects and honours its sponsors, donors, partners, volunteers and beneficiaries; their rights to be treated courteously and fairly, and have their privacy protected. HCSL is committed to complying with the PDPA passed by the Singapore Government Parliament.

Personal information is given in good faith by sponsors, donors, partners, volunteers and beneficiaries and they can remove their names from mailing lists upon sending their requests to HCSL.

HCSL has put in place procedural, physical and electronic means to safeguard the personal information of our sponsors, donors, partners, volunteers and beneficiaries, and will not rent, exchange or sell mailing lists of our sponsors, donors, partners, volunteers and beneficiaries to other organisations.

Information may be kept in hard copy and/or electronic forms.

## **DONOR CONFIDENTIALITY**

HCSL respects donors' confidentiality. Donors' names or other details will not be published in any corporate collaterals or publications unless permission has been obtained from the donors. HCSL also respects the donors' decision to be excluded from the donors list or to restrict the frequency of solicitations through the use of mailings, emails, telephone or other approaches.