

GOVERNANCE EVALUATION

S/N	Description	Code ID	Response
	Board of Governance		
1	Induction and orientation are provided to incoming Board members on joining the Board.	1.1.2	Complied
	Are there Board members holding staff appointments?		Yes
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 distinct from their Board roles .	1.1.5	Complied
4	There is a maximum limit of four consecutive years 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 re-nomination and re-appointment at least once every three years.	1.1.8	Complied
6	There are documented terms of reference for the Board and each of its Board committees.	1.2.1	Complied



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S/N	Description	Code ID	Response
	Conflict of Interest		
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	2.1	Complied
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 periodically reviews and approves the strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied
	Human Resource and volunteer Management		
10	The Board approves documented human resource policies for staff.	5.1	Complied
11	There is a documented Code of Conduct for Board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Complied
12	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied



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	Financial Management and Internal Controls		
13	There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity Not Complied, which are not part of its core charitable programmes.	6.1.1	Complied
14	The Board ensures internal controls for financial matters in key areas are in place with documented procedures .	6.1.2	Complied
15	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied
16	The Board ensures that there is a process to identify, regularly monitor and review the charity's key risks .	6.1.4	Complied
17	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied
18	Does the charity invest its reserves, including fixed deposits?		No
	Fundraising Practices		
	Did the charity receive cash donations (solicited or unsolicited) during the year?		Yes



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19	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied
	Did the charity receive donations-in-kind during the year?		Yes
20	All donations-in-kind received are properly recorded and accounted for by the charity.	7.2.3	Complied
	Disclosure and Transparency		
21	The charity discloses in its annual report: i) Number of Board meetings in the year; and ii) Individual Board member's attendance. (Refers to AR page 8)	8.2	Complied
	Are Board members remunerated for their Board services?		Yes
22	No Board member is involved in setting his or her own remuneration.	2.2	Complied
23	The charity discloses the exact remuneration and benefits received by each Board member in its annual report.	8.3	Complied
	Does the charity employ paid staff?		Yes
24	No staff is involved in setting his or her own remuneration.	2.2	Complied



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S/N	Description	Code ID	Response
25	The charity discloses in its annual report: The charity discloses that none of its staff receives more than \$100,000 in annual remuneration each.	8.4	Complied

Declaration

Name: Alan Lee Wee Teck.
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Designation: Board Member

I declare that my charity's / IPC's Governing Board has approved this Governance Evaluation Checklist and authorised me to submit it on its behalf.

All information given by me in this checklist submission is accurate 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 / IPC's governing Board.

