

## Beyond Social Services

### Governance Evaluation Checklist Annual Declaration 2018

S/No	Code Description	Code ID	Compliance
	<b>Board 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>No</b>
2	Staff does <b>not chair</b> the Board and does <b>not comprise more than one-third</b> 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 <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	The Board conducts regular <b>self-evaluation</b> to assess its performance and effectiveness once per term or every three years, whichever is shorter.	1.1.12	Complied
	<b>Are there Board member(s) who have served for more than 10 consecutive years? (Skip item 7 if “No”)</b>		<b>No</b>
7	The charity discloses in its annual report the <b>reasons for retaining Board member(s) who have served for more than 10 consecutive years</b> .	1.1.13	Complied

8	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>		
9	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
10	Board members <b>do not vote or participate</b> in decision-making on matters where they have a conflict of interest.	2.4	Complied
	<b>Strategic Planning</b>		
11	The Board <b>periodically reviews and approves the strategic plan</b> for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied
	<b>Human Resource and volunteer Management</b>		
12	The Board approves <b>documented human resource policies</b> for staff.	5.1	Complied
13	There is a <b>documented Code of Conduct</b> for Board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Complied
14	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied
	<b>Are there volunteers serving in the charity? (Skip item 15 if "No")</b>		Yes
15	There are <b>volunteer management policies</b> in place for volunteers	5.7	Complied
	<b>Financial Management and Internal Controls</b>		
16	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
17	The Board ensures <b>internal controls for financial matters</b> in key areas are in place with documented procedures.	6.1.2	Complied
18	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied
19	The Board ensures that there is a process to <b>identify, regularly monitor and review</b> the charity's <b>key risks</b> .	6.1.4	Complied

20	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?</b> (Skip item 21 if "No")		Yes
21	The charity has a <b>documented investment policy</b> approved by the Board.	6.4.3	Complied
	<b>Fundraising Practices</b>		
	<b>Did the charity receive cash donations (solicited or unsolicited) during the year?</b> (Skip item 22 if "No")		Yes
22	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?</b> (Skip item 23 if "No")		Yes
23	All donations-in-kind received are <b>properly recorded</b> and <b>accounted for</b> by the charity.	7.2.3	Complied
	<b>Disclosure and Transparency</b>		
24	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?</b> (Skip items 25 and 26 if "No")		No
25	<b>No</b> Board member is involved in setting his or her own remuneration.	2.2	Complied
26	The charity discloses the <b>exact</b> remuneration and benefits received by each Board member in its annual report.  <u>OR</u>  The charity discloses that no Board members are remunerated.	8.3	Complied

	<b>Does the charity employ paid staff? (Skip items 27, 28 and 29 if “No”)</b>		Yes
27	No staff is involved in setting his or her own remuneration.	2.2	Complied
28	<p>The charity discloses in its annual report:</p> <p>i) The total annual remuneration (including any remuneration received in its subsidiaries), for <b>each of its three highest paid staff</b>, who each receives remuneration <b>exceeding \$100,000</b>, in bands of \$100,000; and</p> <p>ii) If any of the three highest paid staff also serves on the Board of the charity.</p> <p><u>OR</u></p> <p>The charity discloses that <b>none</b> of its staff receives more than \$100,000 in annual remuneration each.</p>	8.4	Complied
29	<p>The charity discloses the number of paid staff who are close members of the family of the Executive Head or Board Members, who each receives remuneration <b>exceeding \$50,000</b> during the year, in bands of \$100,000.</p> <p><u>OR</u></p> <p>The charity discloses that there is <b>no</b> paid staff who are close members of the family of the Executive Head or Board Member, who receives more than \$50,000 during the year.</p>	8.5	Complied
	<b>Public Image</b>		
30	The charity has a <b>documented communication policy</b> on the release of information about the charity and its activities across all media platforms.	9.2	Complied