

Governance Evaluation Checklist

Reference No: CPGE-220301-000146

Submitted By: S****015C on 21-09-2022 13:31:53 JAMES WONG CHEE WEI

Intermediate

This Intermediate Checklist is for charities with gross annual receipts or total expenditure from \$500,000 to less than \$10 million; And IPCs with gross annual receipts or total expenditure of less than \$500,000. To change the checklist, please go back to Checklist Selection page.

S/N	Code Guidelines	Code ID	Response	Explanation
Board 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	1.1.7	Complied	

S/N	Code Guidelines	Code ID	Response	Explanation
	that the Chairman oversees the finances.			
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	
Conflict of Interest				
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	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 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 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	
Financial Management and Internal Controls				
13	There is a documented policy to seek Board's approval for any loans, donations, grants or	6.1.1	Complied	

S/N	Code Guidelines	Code ID	Response	Explanation
	financial assistance provided by the charity which are not part of its core charitable programmes. The Board ensures internal controls for financial			
14	matters in key areas are in place with documented procedures. The Board ensures reviews on the charity's internal	6.1.2	Complied	
15	controls, processes, key programmes and events are regularly conducted. The Board ensures that	6.1.3	Complied	
16	there is a process to identify, regularly monitor and review the charity's key risks. The Board approves an	6.1.4	Complied	
17	annual budget for the charity's plans and regularly monitors its expenditure. Does the charity invest its reserves, including fixed deposits?	6.2.1	Complied	
	The charity has a		No	
18	documented investment policy approved by the Board.	6.4.3		
Fundraising Practices				
	Did the charity receive cash donations (solicited or unsolicited) during the year? All collections received (solicited or unsolicited) are		Yes	
19	properly accounted for and promptly deposited by the charity. Did the charity receive donations-in-kind during the year?	7.2.2	Complied	
	All donations-in-kind received are properly recorded and accounted for by the charity.		Yes	
20		7.2.3	Complied	
Disclosure and Transparency				

S/N	Code Guidelines	Code ID	Response	Explanation
21	<p>The charity discloses in its annual report: i. Number of Board meetings in the year; and ii. Individual Board member's attendance.</p> <p>Are Board members remunerated for their Board services?</p>	8.2	Complied	
22	<p>No Board member is involved in setting his or her own remuneration.</p> <p>The charity discloses the exact remuneration and benefits received by each Board member in its annual report. OR The charity discloses that no Board members are remunerated</p>	2.2	No	
23	<p>Does the charity employ paid staff?</p> <p>No staff is involved in setting his or her own remuneration.</p>	8.3	Yes	
24	<p>The charity discloses in its annual report:</p> <p>i) The total annual remuneration (including any remuneration received in its subsidiaries), for each its three highest paid staff*, who each receives remuneration exceeding \$100,000, in bands of \$100,000; and</p>	2.2	Complied	
25	<p>ii) If any of the 3 highest paid staff* also serves on the Board of the charity. The information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p>OR</p> <p>The charity discloses that none of its staff* receives more than \$100,000 in annual remuneration each</p>	8.4	Complied	

* Please refer to [GEC Footnote](#)

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Declaration

Full Name as per ID

JAMES WONG CHEE WEI

ID Type

NRIC (CITIZEN)

ID No.

S****015C

Email Address

mtl.manager@gmail.com

Designation (within Organisation)

Office Manager

- I hereby declare that, all the Governing Board Members/ Charity Trustees/ Key Officers have been advised of the disqualification clauses in the Charities Act and that none of them named above are undischarged bankrupts nor have they been convicted of any offence involving fraud, dishonesty, deception or moral turpitude in a court of law.
- I hereby declare that the information given in this form and the attached supporting documents to be true, correct and complete.

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