



Governance Evaluation Checklist

Reference No: CPGE-231201-001141

Submitted By: S****979H on 31-07-2024 18:10:37 CHIA TI YU

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?		No	
2	Staff does not chair the Board and does not comprise more than one third of the Board.	1.1.3		
3	There are written job descriptions for their executive functions and operational duties which are distinct from their Board roles.	1.1.5		
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	1.1.7	Complied	

S/N	Code Guidelines	Code ID	Response	Explanation
	member, it will be taken 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	6.1.1	Complied	

S/N	Code Guidelines	Code ID	Response	Explanation
	approval for any loans, donations, grants or financial assistance provided by the charity which are not part of its core charitable programmes.			
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	
	Does the charity invest its reserves, including fixed deposits?		Yes	
18	The charity has a documented investment policy approved by the Board.	6.4.3	Complied	
Fundraising Practices				
	Did the charity receive cash donations (solicited or unsolicited) during the year?		Yes	
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	

S/N	Code Guidelines	Code ID	Response	Explanation
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; 8.2 and ii. Individual Board member's attendance.		Complied	
	Are Board members remunerated for their Board services?		No	
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 its annual report. OR The charity discloses that no Board members are remunerated	8.3		
	Does the charity employ paid staff?		Yes	
24	No staff is involved in setting his or her own remuneration.	2.2	Complied	
	The charity discloses in its annual report: i) The total annual remuneration (including any remuneration received in its subsidiaries), for each its three highest paid staff*, who each receives remuneration exceeding			
25	\$100,000, in bands of \$100,000; and 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. OR	8.4	Complied	

S/N	Code Guidelines	Code ID	Response	Explanation
	The charity discloses that none of its staff* receives more than \$100,000 in annual remuneration each			

* Please refer to [GEC Footnote](#)

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Declaration

Full Name as per ID

CHIA TI YU

ID Type

NRIC

ID No.

S****979H

Email Address

tiyuchia@yahoo.com

Designation (within Organisation)

President

☒ I confirm that the information provided in this submission is true and accurate to the best of my knowledge. I am aware that the provision of false or misleading information in relation to this submission to the Commissioner of Charities can constitute a criminal offence, which is punishable by imprisonment and/or a fine.

☒ I hereby declare that the Governing Board has approved this Governance Evaluation Checklist and has authorised me to submit this checklist 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.

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