

GOVERNANCE EVALUATION CHECKLIST SUBMISSION FY2017 (PREVIEW before SUBMISSION)

Submission of Governance Evaluation Checklist



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- Please do not use the 'Back' button on your browser
- All organizations are required to submit their governance evaluation checklists within 6 months of the end of their financial periods. Financial statements must be submitted before the annual report and governance evaluation checklist.
- If you have yet to submit the governance evaluation checklist for previous financial periods, please do so before making a submission for the current period.
- The Governance Evaluation Checklist is tiered according to the size of the charity and IPC status. Your response to the preliminary questions will trigger the system to retrieve a set of GEC questions which is applicable to your organisation.
- Please note that you will not be able to change the question set after a draft has been created. If a wrong set of questions has been retrieved due to incorrect response to the preliminary question, please delete the draft and click the "Edit" button to make the necessary changes.
- Maximum of 500 characters is allowed for each Explanation.

Case Number:	CPGE-171201-000093
Name of Organisation:	SHARED SERVICES FOR CHARITIES LIMITED
UEN No:	200823086Z
Case Status:	DRAFT
Submission Deadline:	30/06/2018
Last Updated On:	27/06/2018

[Preview Governance Evaluation Checklist Submission](#)

Preview Governance Evaluation Checklist Submission

Please submit Financial Statement before submitting Governance Evaluation Checklist

S/No.	Code Description	Code ID	Compliance	Please provide explanation if your charity is unable to comply with the Code guidelines, or if the guidelines are non-applicable.
BOARD GOVERNANCE				
1	Are there Board members holding staff appointments?		No	
4	There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	1.1.6	Complied	
5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Complied	
6	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument).	1.3.1	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 reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	3.1.1	Complied	
10	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 MANAGEMENT				
11	The Board approves documented human resource policies for staff.	5.1	Complied	
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
FINANCIAL MANAGEMENT AND CONTROLS				
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
16	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
17	Does the charity invest its reserves?		Yes	
18	The charity invests its reserves in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, if deemed necessary by the Board.	6.4.4	Complied	

FUNDRAISING PRACTICES

19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
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DISCLOSURE AND TRANSPARENCY

20	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	8.1	Complied	
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21	Are Board members remunerated for their Board services?		No	
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24	Does the charity employ paid staff?		Yes	
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25	No staff is involved in setting his or her own remuneration.	2.2	Complied	
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26	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	
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PUBLIC IMAGE

27	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	
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Declarant Details

Name of Declarant:* Herman Lim Eng Hock

Role in the organisation:*


ID Type:* NRIC

Name of the Firm:*

ID No:* S2598250I

I declare that my charity's / IPC's governing 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 / IPC's governing Board.

My governing Board agrees to make this Governance Evaluation Checklist available for members / donors through avenues such as the annual general meeting or bulletins.

My governing Board agrees to nominate my charity for the Charity Governance Awards. 

Note: This Enhanced checklist is for large charities with gross annual receipts of \$10 million or more and for IPCs with gross annual receipts of \$200,000 and up to \$10 million in each of the two immediate preceding financial years.

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