

S/N	ITEM	ITEM DETAILS	REMARKS/ SUPPORTING DOCUMENTS
<b>A. Board and Executive Management (Max= 22 Points)</b>			
1	Disclosure of Information of the Board (Max= 8 points)	<b>Basic</b> 1. Name	All information on Down Syndrome Association (Singapore) board members and office bearers can be found in Annual Report FY16/17 page 4 - 6.
		2. Board Appointment	
		3. Date of Appointment	
		<b>Beyond Basic</b> 4. Occupation/ Experience working with charities and corporates	Roles and Responsibilities are outlined in Clause 12 of DSA Constitution.
		5. Roles and Responsibilities/ Matters requiring Board Approval	
		<b>Bonus</b> No staff sits on the board Disclosure of frequency and attendance at Board meeting (note: shows how active the board is)	<a href="#">Board members attendance at Board meetings is available here.</a>
Disclosure of policy for Board selection and recruitment, induction, training and evaluation of Board effectiveness.	Process for serving on DSA Board of Management is outlined in Clause 10 of DSA Constitution.		
2	Disclosure of Information on Executive Management (Max- 5points)	<b>Basic</b> 1. Name	DSA organisation structure and management staff can be found in Annual Report FY16/17 page 6.
		2. Designation	
		3. Organisational structure	
		<b>Beyond Basic</b> 4. Date of Appointment (for CEOs/ Eds/ CFOs)	Date of Appointment of Moses Lee as ED is 1 January 2011.
		5. Past Job Experience (for CEOs/ ED/ CFOs)	Details can be found on Annual Report FY16/17 page 4 for details.
3	Disclosure of Information on Committees (or designated board members) which oversee specific areas. (Max= 6points)	<b>Basic</b> 1. Name	Details can be found Annual Report FY16/17 page 3 - 4.
		2. Committee(s)/ Areas which designated boards are in charge of	
		3. Appointment in Committee(s)	
		<b>Beyond Basic</b> 4. Terms of Reference	Has Terms Of Reference for various committees.
		Not available.	
4	Disclosure of term limit for the Treasurer (or equivalent e.g. Finance Committee Chairman) (Max: 3 points)	<b>Basic</b> Maximum limit of 4 consecutive years of less	As per constitution, the office of Honorary Treasurer shall not be filled by the same person for more than two consecutive terms. A member who has been Chairman for two consecutive terms shall not be eligible for appointment as Chairman in the following term.
<b>B. Strategic Direction and Programme Management (Max= 15 points)</b>			
5	Disclosure of Strategic Direction	<b>Basic</b> 1. Objects/ Mission (Max = 5 points)	Mission and Vision can be found on Annual Report FY16/17 page 1 and DSA's website <a href="http://www.downsyndrome-singapore.org/post/view/6/8">http://www.downsyndrome-singapore.org/post/view/6/8</a>
		2. Vision	
		<b>Beyond Basic</b> 3. Strategy/ Strategic Thrusts	DSA four strategic directions are as follows: Increase Membership, Increasing Awareness & Advocacy, Increase & Strengthen Partnerships, & Develop Staff Capability & Professional Development.
		4. Core Values	Can be found in content page of DSA FY16/17 Annual report page 1.
6	Disclosure of Programmes, Activities and Services (Max: 5 points)	<b>Basic</b> General information about programmes, activities and services	General information, programmes, activities and services can be found in Annual Report as well as DSA Website via "Programmes & Services link" More-up-date information can be found on DSA Website: <a href="http://www.downsyndrome-singapore.org/">http://www.downsyndrome-singapore.org/</a> DSA bi-monthly newsletter: <a href="http://www.downsyndrome-singapore.org/post/view/11/56">http://www.downsyndrome-singapore.org/post/view/11/56</a> DSA Facebook: <a href="https://www.facebook.com/downsyndromesingapore/">https://www.facebook.com/downsyndromesingapore/</a>
		<b>Beyond Basic</b> Up-to-date and/or detailed information on programmes, activities and services (e.g. regular update on )	
7	Disclosure of Outcomes/ Effectiveness of Programmes and Services (Max: 5 points)	<b>Basic</b> Disclosure of basic statistics about the beneficiaries	DSA provides statistics and brief commentary on the outcome and effectiveness of our programmes through our Annual Report on a yearly basis, please refer to Annual Report FY16/17, page 9 - 34.
		<b>Beyond Basic</b> Analysis and commentary on the effectiveness of the programmes and services, with detailed statistics provided.	

<b>C. HR Management (Max= 8 points)</b>			
<b>Does staff receive remuneration? If no, skip Q9/Q9b and exclude 5 points from the base score.</b>			
8	<b>For Medium and Large Charities and/ or IPCs</b> Disclosure of how staff performance is reviewed and assessed	YES	There is an annual staff performance appraisal where all staff performance are being reviewed.
9	<b>For Medium and Large Charities and/ or IPCs</b> Disclosure of annual remuneration of 3 highest paid staff who each receives more than \$100,000 in bands of \$100,000 (Max= 5points)	<b>Beyond Basic</b> Disclose exact annual remuneration of 3 highest paid staff who each receives more than \$100,000	Key Management remuneration can be found in Annual report FY16/17 page 67.
9b	For Small Charities and/ or IPCs Disclosure of annual remuneration of 3 highest paid staff who each receives more than \$100,000 in bands of \$100,000 (Max - 5points)	Basic Discloses the number of staff who each receives more than \$100,000	NA
		<b>Beyond Basic</b> Discloses the annual remuneration of 3 highest paid staff who each receives more than \$100,000 in bands of \$100,000 (or narrower bands)	NA
<b>D. Management of Conflict of Interests (Max = 20 points)</b>			
<b>Do board members receive remuneration (as indicated in Q10)? If no, skip Q11 and exclude 5 points from the base score.</b>			
10	For Medium and Large Charities and/ or IPCs Disclosure of exact remuneration and benefits received by each Board member (if the governing instrument permits remuneration)  <b>OR</b> Disclosure of the fact that its governing instrument does not permit remuneration/ Disclosure of the fact that board members do not receive remuneration. (Max = 5points)	Not applicable	Not applicable, as DSA Board Members do not receive remuneration.
10b.	<b>For Small Charities and/ or IPCs</b> Disclosure of remuneration and benefits received by each Board member (if the governing instrument permits remuneration)  <b>OR</b> Disclosure of the fact that its	<b>Beyond Basic</b> Discloses exact remuneration and benefits received by each Board member	NA

11	Disclosure of how remuneration of board members is set (if the governing instrument allows the board to be remunerated) (Max=5points)	Not applicable	NA
<b>D. Management of conflict of Interests (Max=20points)</b>			
12	Disclosure of parties involved in setting remuneration of key staff  OR Disclosure of the fact that its staff does not receive remuneration (Max=5 points)	Applicable	The Admin Committee in consultation with the HR Committee is in-charge of remuneration matters for all DSA staff.
<b>D. Management of conflict of Interests (Max=20points)</b>			
13	Disclosure of policy for managing conflict of interest (Max- 5points)	Required Disclosure 1. Documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board on a regular basis and when the need arises.  2. Special procedures to deal with the conflict of interest when Board members have any interest in business transactions or contract that the charity may enter into, any interest in other organisations that the charity has dealings with or is considering entering into joint ventures, any interest as the charity's suppliers, clients, beneficiaries, staff	BOARD DSA Board members are required to declare actual and potential conflict of interest before the start of every Board term and on an annual basis by completing a declaration form. In the course of running the organisation, Board members are also required to update their declaration for new actual and potential conflict of interests.  STAFF All staff has to declare and sign a Conflict of Interest declaration form at the point of hire and on an annual basis.
			There is an internal conflict of interest policy and procedure to deal with conflict of interest.
<b>E. Financial Management and Internal Control (Max= 27 points)</b>			
14	Disclosure of internal control systems for financial matters in key areas (e.g. procurement, payment, receipting and budget planning) (Max= 6 points)	<b>Basic</b> 1. Discloses that documented procedures are in place for financial matters in key areas (e.g. procurement, payment, receipting and budget planning)	DSA has an Internal Financial Control policy document in place as a guide for all staff. The hardcopy is available for all staff access at a centralised location.
		<b>Beyond Basic</b> 2. Discloses that reviews are conducted on the charity's controls, processes etc	DSA has undertaken 3 internal audit of its processes till date, and undertake an external audit of its accounts on an annual basis.
		<b>Bonus</b> Disclosure of Board opinion of internal controls	Not available.
<b>E. Financial Management and Internal Controls (Max= 27 points)</b>			
15	Disclosure of policy for making loans OR  Disclosure of the fact that it does not make loans (Max = 3 points)	3. Disclosure requirements for the loans made	Not applicable as DSA does not make loans.
		4. Indication that loans are made to related parties	NA
<b>E. Financial Management and Internal Control (Max= 27 points)</b>			

16	<p>Disclosure of policy for making donations to external parties (e.g. another charity or charitable cause)</p> <p>OR</p> <p>Disclosure of the fact that it does not make donations to external parties</p> <p>(Max=3 points)</p>	No disclosure	Not applicable as DSA does not make donations.
<b>Does the charity have more than one year's reserves? If no, skip Q17 to Q19 and exclude 15 points from the base score.</b>			
17	Disclosure of reserves position and policy (Max: 5 points)	<p><b>Basic</b></p> <p>1. Level and Purpose of Reserves</p> <p>2. Level and Purposes of Designated Funds</p> <p>3. When the Designated Funds are likely to be</p> <p><b>Beyond Basic</b></p> <p>4. Reserves Ratio</p>	<p>Please see note to accounts to DSA FY16/17 Annual Report Page 75.</p> <p>Designated fund are used based on its specified purposes.</p> <p>The Reserves Ratio for FY16/17 is 1.33.</p>
<b>Does the charity have restricted and endowment funds? If no, skip Q18 and exclude 5 points from the base score</b>			
18	Disclosure of the purpose, amount and planned timing of use for restricted funds (including endowment funds) (Max= 5 points)	<p><b>Required Disclosure</b></p> <p>1. Purpose and amount funds</p> <p>2. Planned timing of use</p>	<p>Amount of restricted funds disclosed in DSA FY16/17 Annual Report Page 73 - 75</p> <p>The use of General Fund for operating expenses of DSA is approved by the Board during the course of the year.</p>
<b>Does the charity have reserves that are invested? If no, skip Q19 and exclude 5 points from the base score</b>			
19	Disclosure of investment policy if the charity invests its reserves (Max=5 points)	<p><b>Basic</b></p> <p>1. Approving Authority</p> <p>2. Type of financial Instruments approved by the Board</p> <p><b>Beyond Basic</b></p> <p>3. Guiding principles (e.g. to generate returns while protecting capital, statutory compliance)</p>	<p>All investments are approved by the Board.</p> <p>The financial instruments are in the form of trust funds with Fullerton Fund Management.</p> <p>Please refer to Note 26 - 30 in DSA FY16/17 Annual Report Page 76 - 79.</p>
<b>F. Conduct of Fundraising Activities (Max- 10 points)</b>			
20	Disclosure of information about past fundraising activities. (Max - 5 points)	<p><b>Basic</b></p> <p>1. List of fundraising activities conducted (Date &amp; location)</p> <p>2. Total Gross receipts from the fundraising activities</p> <p>3. Total expenses incurred in the fundraising activities</p> <p>4. Purpose for which the funds have been used/ will be used</p> <p>5. Use of commercial fundraisers (if any)</p> <p><b>Beyond Basic</b></p> <p>6. Fundraising efficiency ratio</p> <p>7. Rationale behind the use of commercial fundraiser (if any)</p>	<p>All fundraising activities are listed and elaborated in DSA FY16/17 Annual Report Page 35 - 43.</p> <p>Total gross receipts are available in DSA FY16/17 Annual Report Page 68.</p> <p>Total expenses are available in DSA FY16/17 Annual Report Page 68.</p> <p>The purpose were elaborated in DSA FY16/17 Annual Report Page 36.</p> <p><b>Not applicable</b> as DSA does not engage commercial fundraisers.</p> <p>Based on fund-raising efficiency ratio which is the total fund-raising expenses to the total gross receipts from fund-raising and sponsorships of the charity, DSA'S fundraising ratio in FY16/17 was 14% as disclosed in DSA FY16/17 Annual Report Page 68.</p> <p><b>Not applicable</b> as DSA does not engage commercial fundraisers</p>
<b>Does the charity have any on-going fundraising activities during reference period? If no, exclude 5 points from the base score.</b>			
21	Disclosure of information about on-going fundraising activities on charity's official website and/ or Facebook page	<p><b>Required Disclosure</b></p> <p>1. Date and location of fundraising activity/ activities</p> <p>2. Fundraising Target</p>	<p>All information on fundraising activities are posted up on DSA website, newsletter, as well as put up on notice boards at DSA centre.</p> <p>Not disclosed.</p>

	(Max= 5 points)	3. Purpose for which the funds will be used	Purpose for donation highlighted in DSA FY15/16 Annual Report Page 36.
<b>G. Auditor/ Independent Examiner's Report (Max- 10 points)</b>			
22	<p>Disclosure of financial statements which include:</p> <ul style="list-style-type: none"> <li>- Auditors/ independent examiners' opinion on whether the financial statements are properly drawn up in accordance with the relevant provisions; and</li> <li>- report on other legal and regulatory requirements</li> </ul> <p>(Max= 5points)</p>	The auditor expressed an unqualified opinion in the report	Yes. Please see DSA FY16/17 Annual Report Page 51-53
<b>H. Timeliness of Disclosure (Max: 3 points)</b>			
23	<p>Annual Returns (i.e. annual reports, financial statements and Governance Evaluation Checklists) are submitted to the office of Commissioner of Charities and disclosed on Charity Portal within 6 months from the end of financial year.</p> <p>(Max = 3 points)</p>	Timely submission (within 6 months).	<p>Yes. Annual reports and financial statements were submitted within 6 months from the close of the financial year. FY16/17, Governance evaluation checklist and annual report has been submitted and disclosed in Charity Portal.</p> <p>Link:  <a href="https://www.charities.gov.sg/layouts/MCYSRPCSearch/MCYSRPCSearchOrgProfile.aspx?AccountId=NThjYTEzMTMtN2I2NS1lMzExLTgyZGIzMDE1MDU2YjIMwNDg0">https://www.charities.gov.sg/layouts/MCYSRPCSearch/MCYSRPCSearchOrgProfile.aspx?AccountId=NThjYTEzMTMtN2I2NS1lMzExLTgyZGIzMDE1MDU2YjIMwNDg0</a></p>