

GOVERNANCE EVALUATION CHECKLIST FOR ENHANCED TIER

This submission is for the financial year 1 July 2016 to 30 June 2017.

S/N	Description	Code ID	Compliance	Remarks (if applicable)
	Board Governance			
A	Are there Board members holding staff appointments?		No	
3	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman)	1.1.6	Complied	
4	The Board has an audit committee (or designated Board members) with documented terms of reference.	1.2.1	Complied	
5	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	The Board meets every month where possible, when there is a quorum secured (which is at least 50% of the Board).
	Conflict of Interest			
6	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	Board members and staff are required to declare potential conflict of interest in the Conflict of Interest Declaration Form annually.
7	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
	Strategic Planning			
8	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	The review is carried out periodically. The vision and mission are published on DSA's website (http://www.downsyndrome-singapore.org) as well as in the Annual Report.
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	The strategic directions and plans are proposed by management and approved by the Board.
	Human Resource Management			
10	The Board approves	5.1	Complied	

	documented human resource policies for staff.			
S/N	Description	Code ID	Compliance	Remarks (if applicable)
11	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
	Financial Management and Controls			
12	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
13	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
14	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
15	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
B	Does the charity invest its reserves?		Yes	
16	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	6.4.3	Complied	
	Fundraising Practices			
17	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
	Disclosure and Transparency			
18	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	An Annual Report, including the audited Financial statements, is published annually. The Annual Report is also available on DSA's website.
C	Are Board members remunerated for their Board services?	No		

D	Does the charity employ paid staff	Yes		
21	No staff is involved in setting his or her own remuneration.	2.2	Complied	
22	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	
	Public Image			
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	DSA's vision, mission, values, programmes and activities are contained in the Annual Report which is available on DSA's website.