

# CARE CORNER SINGAPORE LTD - CORPORATE GOVERNANCE

## Governance Evaluation Checklist (Enhanced Tier) - 1 April 2014 to 31 March 2015

S/NO	CODE DESCRIPTION	CODE ID	COMPLIANCE
<b>BOARD GOVERNANCE</b>			
1	Are there Board members holding staff appointments? <b>No</b>	-	-
2	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
3	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Complied
4	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
<b>CONFLICT OF INTEREST</b>			
5	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied
6	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied
<b>STRATEGIC PLANNING</b>			
7	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
8	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
<b>HUMAN RESOURCE MANAGEMENT</b>			
9	The Board approves documented human resource policies for staff.	5.1	Complied
10	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied
<b>FINANCIAL MANAGEMENT AND CONTROLS</b>			
11	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied
12	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied
13	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied
14	The charity discloses its reserves policy in the annual report.	6.4.1	Complied
15	Does the charity invest its reserves? <b>No</b>	-	-
<b>FUND-RAISING PRACTICES</b>			
16	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied
<b>DISCLOSURE AND TRANSPARENCY</b>			
17	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
18	Are Board members remunerated for their Board services? <b>No</b>	-	-
19	Does the charity employ paid staff? <b>Yes</b>	-	-
20	No staff is involved in setting his or her own remuneration.	2.2	Complied
21	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
<b>PUBLIC IMAGE</b>			
22	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied