



Governance Evaluation Checklist

Reference No: CPGE-211207-000815

Submitted By: S****730I on 27-06-2022 20:51:19 NORMAN TAN KAY SIN

Enhanced

This Enhanced Checklist is for large charities with gross annual receipts or total expenditure of \$10 million or more; And IPCs with gross annual receipts or total expenditure from \$500,000 to less than \$10 million. 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 member, it will be taken | 1.1.7 | Complied | |

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| | 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 | The Board conducts self evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter. | 1.1.12 | Complied | |
| | Are there Board member(s) who have served for more than 10 consecutive years? | | Yes | |
| 7 | The charity discloses in its annual report the reasons for retaining Board member(s) who has served for more than 10 consecutive years. | 1.1.13 | Complied | |
| 8 | There are documented terms of reference for the Board and each of its Board committees. | 1.2.1 | Complied | |
| Conflict of Interest | | | | |
| 9 | There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board. | 2.1 | Complied | |
| 10 | Board members do not vote or participate in decision-making on matters where they have a conflict of interest. | 2.4 | Complied | |
| Strategic Planning | | | | |
| 11 | The Board periodically reviews and approves the 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

| S/N | Code Guidelines | Code ID | Response | Explanation |
|---|--|---------|----------|-------------|
| 12 | The Board approves documented human resource policies for staff. | 5.1 | Complied | |
| 13 | There is a documented Code of Conduct for Board members, staff* and volunteers* (where applicable) which is approved by the Board. | 5.3 | Complied | |
| 14 | There are processes for regular supervision, appraisal and professional development of staff*. | 5.5 | Complied | |
| | Are there volunteers* serving in the charity? | | Yes | |
| 15 | There are volunteers* management policies in place for volunteers*. | 5.7 | Complied | |
| Financial Management and Internal Controls | | | | |
| 16 | There is a documented policy to seek Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of its core charitable programmes. | 6.1.1 | Complied | |
| 17 | The Board ensures internal controls for financial matters in key areas are in place with documented procedures. | 6.1.2 | Complied | |
| 18 | The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted. | 6.1.3 | Complied | |
| 19 | The Board ensures that there is a process to identify, regularly monitor and review the charity's key risks. | 6.1.4 | Complied | |
| 20 | The Board approves an annual budget for the charity's plans and regularly monitors its expenditure. | 6.2.1 | Complied | |

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|------------------------------------|--|---------|----------|-------------|
| | Does the charity invest its reserves, including fixed deposits? | | Yes | |
| 21 | 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 | |
| 22 | 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? | | No | |
| 23 | All donations-in-kind received are properly recorded and accounted for by the charity. | 7.2.3 | | |
| Disclosure and Transparency | | | | |
| 24 | The charity discloses in its annual report: i. Number of Board meetings in the year; and ii. Individual Board member's attendance. | 8.2 | Complied | |
| | Are Board members remunerated for their Board services? | | No | |
| 25 | No Board member is involved in setting his or her own remuneration. | 2.2 | | |
| 26 | 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 | |
| 27 | No staff is involved in setting his or her own remuneration. | 2.2 | Complied | |

| S/N | Code Guidelines | Code ID | Response | Explanation |
|-----|--|---------|----------|-------------|
| 28 | <p>The charity discloses in its annual report:</p> <p>i) The total annual remuneration (including any remuneration received in its subsidiaries), for each its three highest paid staff*, who each receives remuneration exceeding \$100,000, in bands of \$100,000; and</p> <p>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.</p> <p>OR</p> <p>The charity discloses that none of its staff* receives more than \$100,000 in annual remuneration each</p> <p>The charity discloses the number of paid staff* who are close members of the family* of the Executive Head or Board Members, who each receives remuneration exceeding \$50,000 during the year, in bands of \$100,000. OR The charity discloses that there is no paid staff* who are close members of the family* of the Executive Head or Board Member, who receives more than \$50,000 during the year.</p> | 8.4 | Complied | |
| 29 | <p>Public Image</p> <p>The charity discloses the number of paid staff* who are close members of the family* of the Executive Head or Board Members, who each receives remuneration exceeding \$50,000 during the year, in bands of \$100,000. OR The charity discloses that there is no paid staff* who are close members of the family* of the Executive Head or Board Member, who receives more than \$50,000 during the year.</p> | 8.5 | Complied | |
| 30 | <p>The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.</p> | 9.2 | Complied | |

* Please refer to [GEC Footnote](#)

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Declaration

Full Name as per ID

NORMAN TAN KAY SIN

ID Type

NRIC (CITIZEN)

ID No.

S****7301

Email Address

normankstan@fathers.com.sg

Designation (within Organisation)

Group Head, Volunteer Resource &
Governance

- I hereby declare that, all the Governing Board Members/ Charity Trustees/ Key Officers have been advised of the disqualification clauses in the Charities Act and that none of them named above are undischarged bankrupts nor have they been convicted of any offence involving fraud, dishonesty, deception or moral turpitude in a court of law.
- I hereby declare that the information given in this form and the attached supporting documents to be true, correct and complete.

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