

Governance Evaluation Checklist

UEN : T02CC1576B

Name of Organisation : SingHealth Foundation

Note: This submission is for Evaluation Period from 01/04/2010 to 31/03/2011

S/No	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
	BOARD GOVERNANCE			
A	Are there Board members holding staff appointments? (Skip items 1 and 2 if "No")		No	
1	If the governing instrument permits staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2		
2	Staff does not chair the Board.	1.1.2		
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 conducts regular self-evaluation to assess its performance and effectiveness.	1.1.10	Not Complied	Board developing a self appraisal guideline and process
5	The Board has an audit committee (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	Not Applicable	Paid staff seconded from SingHealth. All staff subject to SingHealth approved policies.
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
13	There is a system to address grievances and resolve conflicts.	5.11	Complied	

	FINANCIAL MANAGEMENT AND CONTROLS			
14	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
15	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
16	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
17	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
B	Does the charity invest its reserves? (Skip item 18 if "No")		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.	6.4.3	Complied	
	FUNDRAISING PRACTICES			
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
	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	
C	Are Board members remunerated for their Board services? (Skip items 21 and 22 if "No")		No	
21	No Board member is involved in setting his or her own remuneration.	2.2		
22	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2		
D	Does the charity employ paid staff? (Skip items 23 and 24 if "No")		Yes	
23	No staff is involved in setting his or her own remuneration.	2.2	Complied	
24	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			
25	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	