

CHRISTIAN OUTREACH TO THE HANDICAPPED GOVERNANCE EVALUATION CHECKLIST 2015

S/No.	Code Description	Code ID	Compliance	Please provide explanation if your charity is unable to comply with the Code guidelines, or if the guidelines are non-applicable.
BOARD GOVERNANCE				
1	Are there Board members holding staff appointments?		No	
4	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	
5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Not Applicable	The responsibilities of the Board committees are carried out by the Board.

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	Not Applicable	Actual or potential conflicts of interest are disclosed and recorded at Board meetings. This will be formalized into a documented procedure for Board members and staff to follow henceforth.
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	Complied	
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12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	
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FINANCIAL MANAGEMENT AND CONTROLS

13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	

16	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
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17	Does the charity invest its reserves?		No	
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FUNDRAISING PRACTICES

19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
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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	
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21	Are Board members remunerated for their Board services?		No	
24	Does the charity employ paid staff?		Yes	
25	No staff is involved in setting his or her own remuneration.	2.2	Complied	
26	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

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The charity accurately portrays its image to its members, donors and the public.

9.1

Complied