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Case Number: CPGE-171201-000962
Name of Organisation: Leong Hwa Monastery
UEN No: S95SS0035G
Submission Status: On time Submission
Submission Deadline: 30/06/2018
Submitted On: 16/05/2018

Governance Evaluation Checklist Submission for the period Jan 2017 to Dec 2017

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	Provided in the Constitution
5	There are Board committees (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	No Board member or staff is involved in setting his or her own remuneration.	2.2	Complied	
9	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
STRATEGIC PLANNING				
10	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	Refreshed annually and upload on website
HUMAN RESOURCE MANAGEMENT				
11	The Board approves documented human resource policies for staff.	5.1	Complied	Documented HR policies
FINANCIAL MANAGEMENT AND CONTROLS				
12	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	Financial policies and procedures are documented
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	Annual budget is reviewed and approved in November with a mid year review in July.
15	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	In annual report and audited accounts
16	Does the charity invest its reserves?		Yes	
17	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.	6.4.4	Complied	Surplus funds are placed on fixed deposits with local financial institutions.

FUNDRAISING PRACTICES				
18	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
DISCLOSURE AND TRANSPARENCY				
19	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	Annual report uploaded on website
PUBLIC IMAGE				
20	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	

Declarant Details**Name of Declarant:*** Chia Eng Soon**Role in the organisation:*** Board member**ID Type:*** NRIC**Name of the Firm:*****ID No:*** S1793692A

I declare that my charity's / IPC's governing Board has approved this Governance Evaluation Checklist and authorised me to submit on its behalf. All Information given by me in this checklist submission is true to the best of my knowledge and I have not wilfully suppressed any material fact. The full responsibility for providing accurate and updated checklist information will rest with my charity's / IPC's governing Board.

My governing Board agrees to make this Governance Evaluation Checklist available for members / donors through avenues such as the annual general meeting or bulletins.

My governing Board agrees to nominate my charity for the Charity Governance Awards.  The Charity Governance Awards recognises charities that have adopted the highest standards of governance.

[Previous](#)