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Case Number: CPGE-160405-000913
Name of Organisation: Leong Hwa Monastery
UEN No: S95SS0035G
Submission Status: On time Submission
Submission Deadline: 30/06/2016
Submitted On: 02/05/2016

Governance Evaluation Checklist Submission for the period Jan 2015 to Dec 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 | 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 | Follows Employment Act |
| 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:*** Jenny Lim Yin Nee**Role in the organisation:*** Others**ID Type:*** NRIC**Name of the Firm:*****ID No:*** S0084152H

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](#)