

Application Case ID : 0000023674

UEN : S95SS0035G

IPC No. :

Application Status : LIVE

Name of Organisation : Leong Hwa Monastery

Note : This submission is for Evaluation Period 01/01/2012 to 31/12/2012

S/No.	Code Description	Code ID	Compliance	Explanation (if the Code guideline is not complied to or not applicable)
	<b>BOARD GOVERNANCE</b>			
A	Are there Board members holding staff appointments? (Skip items 1 and 2 if "No")		No	LHM' policy does not allow staff to become Board members
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	Provided for in the Constitution
4	The Board has an audit committee (or designated Board members) with documented terms of reference.	1.2.1	Complied	
5	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	Provided for in the Constitution
	<b>CONFLICT OF INTEREST</b>			
6	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	New Comm members sign declaration form based on template designed by NCSS
7	No Board member or staff is involved in setting his or her own remuneration.	2.2	Complied	
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	
	<b>STRATEGIC PLANNING</b>			
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	On the website; reviewed in Nov
	<b>HUMAN RESOURCE MANAGEMENT</b>			
10	The Board approves documented human resource policies for staff.	5.1	Complied	Follows Employment Act
	<b>FINANCIAL MANAGEMENT AND CONTROLS</b>			
11	The Board ensures internal control systems for financial matters are in place with documented	6.1.2	Complied	Financial policies and procedures are documented

	procedures.			
12	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	
13	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 Nov/Dec and mid-year review done in July
14	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	In the annual report, uploaded on website
B	Does the charity invest its reserves? (Skip item 15 if "No")		Yes	
15	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	Surplus funds are placed with local financial institutions
	<b>FUNDRAISING PRACTICES</b>			
16	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
	<b>DISCLOSURE AND TRANSPARENCY</b>			
17	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
	<b>PUBLIC IMAGE</b>			
18	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	

### Declaration

Name : CHIA ENG SOON

Email : sme@viriya.org.sg

Contact No : Office 62533532  
Mobile

Designation : Board Member

- 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 make this Governance Evaluation Checklist available for public viewing at the e-Service page on Charity Portal.

**Note : This submission is for charity with gross annual receipts of more than \$50,000 and less than \$10 million, for the past two immediate preceding financial years.**