

Governance Evaluation Checklist (Enhanced Tier) for financial year ended 31 March 2021 for the Lee Kuan Yew Fund for Bilingualism

S/N	Code Description	Response
	Board Governance	
1	Induction and orientation are provided for incoming Board members on joining the Board.	Complied
	<i>Are there Board members holding staff appointments? (Skip items 2 and 3 if "No")</i>	No
4	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman or person on Board responsible for overseeing the finances of the charity). Should the charity not have an appointed Board member, it will be taken that Chairman oversees the finances.	Complied
5	All Board members submit themselves for re-nomination and re-appointment, at least once every three years.	Complied
6	The Board conducts regular self-evaluation to assess its performance and effectiveness once per term or every three years, whichever is shorter.	Complied
	<i>Are there Board member(s) who have served for more than 10 consecutive years? (Skip item 7 if "No")</i>	No
8	There are documented terms of reference for the Board and each of its Board committees.	Complied
	Conflict of Interest	
9	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	Complied
10	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	Complied
	Strategic Planning	
11	The Board periodically reviews and approves the strategic plan for the charity to ensure that the activities are in line with its objectives.	Complied
	Human Resource and Volunteer Management	
12	The Board approves documented human resource policies for staff.	Complied
13	There is a documented Code of Conduct for Board members, staff and volunteers (where applicable) which is approved by the Board.	Complied

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14	There are processes for regular supervision, appraisal and professional development of staff.	Complied
	<i>Are there volunteers serving in the charity? (Skip item 15 if "No")</i>	No
	<u>Financial Management and Internal Controls</u>	
16	There is a documented policy to seek Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of its core charitable programmes.	Complied
17	The Board ensures internal controls for financial matters in key areas are in place with documented procedures.	Complied
18	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	Complied
19	The Board ensures that there is a process to identify, regularly monitor and review the charity's key risks.	Complied
20	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	Complied
	<i>Does the charity invest its reserves, including fixed deposits? (Skip item 21 if "No")</i>	Yes
21	The charity has a documented investment policy approved by the Board.	Complied
	<u>Fundraising Practices</u>	
	<i>Did the charity receive cash donations (solicited or unsolicited) during the year? (Skip item 22 if "No")</i>	Yes
22	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	Complied
	<i>Did the charity receive donations-in-kind during the year? (Skip item 23 if "No")</i>	No
	<u>Disclosure and Transparency</u>	
24	The charity discloses in its annual report: i) Number of Board meetings in the year; and ii) Individual Board member's attendance.	Complied
	<i>Are Board members remunerated for their Board services? (Skip items 25 and 26 if "No")</i>	No
	<i>Does the charity employ paid staff? (Skip items 27, 28 and 29 if "No")</i>	No

S/N	Code Description	Response
	Public Image	
30	The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.	Complied