

# GOVERNANCE EVALUATION CHECKLIST FOR ADVANCED TIER

| S/N                     | 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. |
|-------------------------|--|---------|------------|---|
| <b>Board Governance</b> |  |         |            |   |
| 1                       | <b>Induction and orientation</b> are provided to incoming Board members.   | 1.1.2   | Complied   |   |
| 2                       | <b>Are there Board members holding staff appointments?</b> (Skip items 2 and 3 if “No”)  |         | No         | No Board member holds staff appointment.  |
| 3                       | There is a <b>maximum limit of four consecutive years</b> for the Treasurer position (or equivalent, e.g. Finance Committee Chairman or person on Board responsible for overseeing the finances of the charity).<br><br>Should the charity not have an appointed Board member, it will be taken that the Chairman oversees the finances. | 1.1.7   | Complied   |   |
| 4                       | All Board members submit themselves for <b>re-nomination and re-appointment</b> , at least once every three years.   | 1.1.8   | Complied   |   |
| 5                       | The Board conducts regular <b>self-evaluation</b> to assess its performance and effectiveness once per term or every three years, whichever is shorter.  | 1.1.12  | Complied   |   |

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| <b>Board Governance</b>                        |   |         |            |   |
| 6  | Are there Board member(s) who have served for more than 10 consecutive years? (Skip item 7 if "No")   |         | No         | All Board members have served fewer than 10 consecutive years in MINDS.   |
| 7  | There are <b>documented terms of reference</b> for the Board and each of its Board committees.  | 1.2.1   | Complied   |   |
| <b>Conflict of Interest</b>                    |   |         |            |   |
| 8  | There are documented procedures for Board members and staff to declare actual or potential <b>conflicts of interest</b> to the Board at the earliest opportunity. | 2.1     | Complied   |   |
| 9  | Board members <b>do not vote or participate</b> in decision-making on matters where they have a conflict of interest.   | 2.4     | Complied   |   |
| <b>Strategic Planning</b>                      |   |         |            |   |
| 10   | The Board <b>periodically reviews and approves the strategic plan</b> for the charity to ensure that the activities are in line with its objectives.              | 3.2.2   | Complied   |   |
| 11   | There is a documented plan to <b>develop the capacity and capability</b> of the charity and the Board monitors the progress of this plan.                         | 3.2.4   | Complied   |   |
| <b>Human Resource and Volunteer Management</b> |   |         |            |   |
| 12   | The Board approves <b>documented human resource policies</b> for staff.   | 5.1     | Complied   |   |
| 13   | There is a <b>documented Code of Conduct</b> for Board members, staff and volunteers (where applicable) which is approved by the Board.                           | 5.3     | Complied   |   |

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| 14  | There are processes for regular supervision, appraisal and professional development of staff.  | 5.5     | Complied   |   |
| 15  | <b>Are there volunteers serving in the charity? (Skip item 16 if “No”)</b>   |         | Yes        |   |
| 16  | There are <b>volunteer management policies</b> in place for volunteers.  | 5.7     | Complied   |   |
| <b>Financial Management and Internal Controls</b> |  |         |            |   |
| 17  | 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. | 6.1.1   | Complied   |   |
| 18  | The Board ensures <b>internal controls for financial matters</b> in key areas are in place with <b>documented procedures</b> .   | 6.1.2   | Complied   |   |
| 19  | The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.  | 6.1.3   | Complied   |   |
| 20  | The Board ensures that there is a process to <b>identify, regularly monitor and review</b> the charity's <b>key risks</b> .  | 6.1.4   | Complied   |   |
| 21  | The Board approves an <b>annual budget</b> for the charity's plans and regularly monitors its expenditure.   | 6.2.1   | Complied   |   |
| 22  | <b>Does the charity invest its reserves, including fixed deposits? (Skip item 22 if “No”)</b>  |         | Yes        |   |
| 23  | The charity has a <b>documented investment policy</b> approved by the Board.   | 6.4.3   | Complied   |   |



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| <b>Fundraising Practices</b>       |  |         |            |   |
| 24                                 | Did the charity receive cash donations (solicited or unsolicited) during the year? (Skip item 23 if “No”)                                    |         | Yes        |   |
| 25                                 | All collections received (solicited or unsolicited) are <b>properly accounted for</b> and <b>promptly deposited</b> by the charity.          | 7.2.2   | Complied   |   |
| 26                                 | Did the charity receive donations-in-kind during the year? (Skip item 24 if “No”)  |         | Yes        |   |
| 27                                 | All donations-in-kind received are <b>properly recorded</b> and <b>accounted for</b> by the charity.   | 7.2.3   | Complied   |   |
| <b>Disclosure and Transparency</b> |  |         |            |   |
| 28                                 | The charity discloses in its annual report:<br>i) Number of Board meetings in the year; and<br><br>ii) Individual Board member’s attendance. | 8.2     | Complied   |   |
| 29                                 | <b>Are Board members remunerated for their Board services?</b> (Skip items 26 and 27 if “No”)  |         | No         | No Board member is paid for his/her service.  |
| 30                                 | <b>Does the charity employ paid staff?</b> (Skip items 28, 29 and 30 if “No”)  |         | Yes        | MINDS employs paid staff.   |
| 31                                 | No staff is involved in setting his or her own remuneration.   | 2.2     | Complied   |   |



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| 32                  | The charity discloses in its annual report:<br>i) The total annual remuneration (including any remuneration received in its subsidiaries), for <b>each of its three highest paid staff</b> , who each receives remuneration <b>exceeding \$100,000</b> , in bands of \$100,000; and<br><br>ii) If any of the three highest paid staff also serves on the Board of the charity.  | 8.4     | Complied   |  |
| 33                  | The charity discloses the number of paid staff who are close members of the family of the Executive Head or Board Members, who each receives remuneration <b>exceeding \$50,000</b> during the year, in bands of \$100,000.<br><br>OR<br><br>The charity discloses that there is <b>no</b> paid staff who are close members of the family of the Executive Head or Board Member, who receives more than \$50,000 during the year. | 8.5     | Complied   | There are <b>no</b> paid staff who are close members of the family of the Executive Head or Board Member, who receives more than \$50,000 during the year. |
| <b>Public Image</b> |   |         |            |  |
| 34                  | The charity has a <b>documented communication policy</b> on the release of information about the charity and its activities across all media platforms.   | 9.2     | Complied   |  |