

Application Case ID : 0000025136

Charity Reg No. : 001511

UEN : T01SS0059B

Application Status : LIVE

Name of Organisation : Viriya Community Services

Submitted By : LIM YIN NEE

Submitted On : 27/03/2013

Date of Latest Update : 27/03/2013

Note : This submission is for Evaluation Period from 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)
	BOARD GOVERNANCE			
A	Are there Board members holding staff appointments? (Skip items 1 and 2 if "No")		No	VCS 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 in 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	Constitution provides for half
	CONFLICT OF INTEREST			
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 Committee members sign declaration form based on template designed by NCSS. Will have this incorporated in Constitution after ROS' approval.
7	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	See (6) above
	STRATEGIC PLANNING			

8	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	Vision/Mission are also stated on website
9	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	Reviewed annually in November
	HUMAN RESOURCE MANAGEMENT			
10	The Board approves documented human resource policies for staff.	5.1	Complied	HR policies are documented
11	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	Annual and mid-year appraisal and training plan are in place
	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	Disclosed in annual report and audited financial statements
B	Does the charity invest its reserves? (Skip item 16 if "No")		Yes	
16	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	Invested in fixed deposits with local financial institutions
	FUNDRAISING PRACTICES			
17	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
	DISCLOSURE AND TRANSPARENCY			
18	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	Uploaded on website
C	Are Board members remunerated for their Board services?		No	

	(Skip items 19 and 20 if "No")			
19	No Board member is involved in setting his or her own remuneration.	2.2		
20	The charity discloses the exact remuneration and benefits received by each Board member in the annual report.	8.2		
D	Does the charity employ paid staff? (Skip items 21 and 22 if "No")		Yes	
21	No staff is involved in setting his or her own remuneration.	2.2	Complied	
22	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	8.3	Complied	None earned above \$100,000
	PUBLIC IMAGE			
23	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	

Declaration

Name : Jenny Lim

Email : jennylim@viriya.org.sg

Contact No : Office 62561311
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 IPC with gross annual receipts of more than \$200,000 and less than \$10 million, for the past two immediate preceding financial years.