

**Organisation Name: Viriya Community Services**

**UEN: T01SS0059B**

**Case Status: Submitted**

Note: This submission is for evaluation period: Jan 2013 to Dec 2013

S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied to or not applicable)
<b>BOARD GOVERNANCE</b>				
1	Are there Board members holding staff appointments?	Guideline - (Skip questions 2 and 3 if "No")	No	VCS' policy does not allow staff members to be on the Management Committee
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 Guideline - 1.1.6	Complied	This is provided for in VCS' Constitution
5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1 Guideline - 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 Guideline - 1.3.1	Complied	Constitution provides that we need half the members to be present.
<b>CONFLICT OF INTEREST</b>				
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1 Guideline - 2.1	Complied	This is also incorporated in VCS' Constitution
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4 Guideline - 2.4	Complied	However, we had no such conflict in the year under review.
<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 Guideline - 3.1.1	Complied	These are refreshed every March and additionally, they are on VCS' website
10	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 Guideline - 3.2.2	Complied	Reviewed in November
<b>HUMAN RESOURCE MANAGEMENT</b>				
11	The Board approves documented human resource policies for staff.	5.1 Guideline -	Complied	HR policies are documented

		5.1		
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6 Guideline - 5.6	Complied	Mid and year end appraisals as well as training plan.
<b>FINANCIAL MANAGEMENT AND CONTROLS</b>				
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2 Guideline - 6.1.2	Complied	Financial policies and procedures are in place.
14	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3 Guideline - 6.1.3	Complied	
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1 Guideline - 6.2.1	Complied	Reviewed and approved in November and refreshed in July
16	The charity discloses its reserves policy in the annual report.	6.4.1 Guideline - 6.4.1	Complied	Disclosures are in audited financial statements and annual report.
17	Does the charity invest its reserves?	Guideline - (Skip question 18 if "No")	Yes	FDs placed with local financial institutions
18	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 Guideline - 6.4.4	Complied	
<b>FUNDRAISING PRACTICES</b>				
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2 Guideline - 7.2.2	Complied	
<b>DISCLOSURE AND TRANSPARENCY</b>				
20	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 Guideline - 8.1	Complied	Uploaded on VCS' website
21	Are Board members remunerated for their Board services?	Guideline - (Skip questions 22 and 23 if "No")	No	
24	Does the charity employ paid staff?		Yes	

		Guideline - (Skip questions 25 and 26 if "No")		
25	No staff is involved in setting his or her own remuneration.	2.2 Guideline - 2.2	Complied	
26	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 Guideline - 8.3	Complied	But none earned above \$100k.
<b>PUBLIC IMAGE</b>				
27	The charity accurately portrays its image to its members, donors and the public.	9.1 Guideline - 9.1	Complied	

#### Declarant Details

Name of Declarant:\* Jenny Lim Yin Nee ID Type:\* NRIC ID No:\* S0084152H Role in the Organisation:\*  
Others Name of the Firm:\*

- 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.