

VCS Governance Evaluation Checklist

Code Compliance for the period Jan 2016 - Dec 2016



S/No.	Code Description	Code ID	Compliance	Explanation (If the Code guideline is not complied or not applicable)
1	Are there Board members holding staff appointments?		No	VCS' policy does not allow staff to be Board members
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	Complied	In VCS' Constitution
5	There are Board committees (or designated Board members) with documented terms of reference.	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	Complied	Constitution requires half of the Mgt Comm members to be present
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	Requirement is incorporated in the Constitution and disclosed in audited financial statements and annual report
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	See (7) above. No such conflict during the year
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	Vision/Mission are also stated on 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	Complied	Reviewed annually in November
11	The Board approves documented human resource policies for staff.	5.1	Complied	HR policies are documented.

12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	Mid-year and year-end appraisals and training plans are in place
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	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	Complied	
15	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	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	Complied	In audited financial statements and annual report
17	Does the charity invest its reserves?		Yes	
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	Complied	Fixed deposits with local financial institutions and some funds are invested in bonds unit trust
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
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	Complied	Annual report and audited financial statements are uploaded on website
21	Are Board members remunerated for their Board services?		No	
24	Does the charity employ paid staff?		Yes	
25	No staff is involved in setting his or her own remuneration.	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	Complied	Disclosed in audited financial statements
27	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	