


**Submit Governance Evaluation**

Application Case ID : 0000012871

UEN : T01CC1489K

IPC No. : HEF0065/G

Application Status : LIVE

Name of Organisation : WOODBRIDGE HOSPITAL ENDOWMENT FUND

Note : This submission is for Evaluation Period 01/04/2009 to 31/03/2010

S/ No	Code Description	Code ID	Compliance	Explanation (If Compliance in Progress, Not Complied or Not Applicable)
	<b>BOARD GOVERNANCE</b>			
	<b>Board Roles, Composition and Bye-laws</b>			
1	The Board is wholly independent from the paid executive management of the charity. If the governing document permits paid staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2 a	Complied	
2	Paid staff does not chair the Board.	1.1.2 b	Complied	
3	There is a maximum term limit of four consecutive years for the Treasurer (or equivalent ) position.	1.1.6	Complied	
	<b>Board Structure</b>			
4	There are Board committees (or designated Board members) with documented terms of reference in place to oversee the following areas, where appropriate: <ul style="list-style-type: none"> <li>a. Audit;</li> <li>b. Programmes and Services;</li> <li>c. Fund-raising; (Applicable to IPCs &amp; Large Charities)</li> <li>d. Appointment / <u>Nomination</u> ; (Applicable to IPCs &amp; Large Charities)</li> <li>e. <u>Human Resource</u> ; (Applicable to IPCs &amp; Large Charities) and</li> <li>f. Investment. (Applicable to Large IPCs)</li> </ul>	1.2.1	Complied	
	<b>Board Meetings</b>			
5	The Board meets regularly with a quorum of at least one-third or three members (or as required by the governing document).	1.3.2	Complied	
	<b>STRATEGIC PLANNING</b>			
	<b>Vision &amp; Mission</b>			
6	The Board periodically approves and reviews the vision and mission of the	2.1.1	Complied	

	charity. They are documented and communicated to the public or its members.			
	<b>Operations Plan</b>			
7	The Board regularly approves and reviews a strategic/ work plan for the charity to ensure that the activities are aligned to the charitable objectives.	2.2.2	Complied	
	<b>CONFLICTS OF INTEREST</b>			
	<b>Related Party Transaction</b>			
8	There are documented procedures for Board members or paid staff to declare actual or potential conflicts of interest to the Board.	3.1.1	Complied	
9	Board member with conflicts of interest do not vote or participate in decision making in the matter.	3.1.2	Complied	
	<b>HUMAN RESOURCE MANAGEMENT</b>			
	<b>Staff &amp; Volunteers</b>			
10	There are documented human resource policies approved by the Board for paid staff (and volunteers, where appropriate).	5.1.1	Not Applicable	The IPC does not have any staff
11	There are systems for <u>regular</u> supervision, appraisal and personal development of the executive head, paid staff (and key volunteers, where appropriate).	5.1.5	Not Applicable	The IPC does not have any staff
12	No paid staff or Board member ( <i>where applicable</i> ) is involved in setting his own remuneration.	5.1.6	Not Applicable	The IPC does not have any staff
	<b>FINANCIAL MANAGEMENT &amp; CONTROLS</b>			
	<b>Budget Planning &amp; Monitoring</b>			
13	The Board approves an annual budget for the charity's corporate and programme plans and monitors its budget expenditure regularly.	6.1.1	Complied	
	<b>Operational Controls</b>			
14	The Board ensures periodic internal reviews on controls, processes, key programmes and events.	6.2.2	Complied	
15	The charity ensures internal control systems are in place with documented procedures, approved by the Board, for financial matters.	6.2.3	Complied	
	<b>Asset Management</b>			
16	The charity discloses its reserves policy in the annual report.	6.3.1	Complied	
	<b>DISCLOSURE &amp; TRANSPARENCY</b>			

17	The charity makes available to its stakeholders an annual report. <i>(Financial accounts are tabled at the Annual General Meeting, if required by the governing document).</i>	8.1.1	Complied	
18	Board members are not remunerated for their Board services.	8.1.2 a	Complied	
19	The charity discloses the exact remuneration and benefits received by each individual Board member in the annual report.	8.1.2 b	Not Applicable	The IPC does not remunerate its Board members
20	The charity discloses annual remuneration of the top three key executives in salary bands of less than \$100,000, and subsequent bands of \$50,000 in the annual report.	8.1.3	Not Applicable	The IPC does not remunerate its Board members
<b>PUBLIC RELATIONS &amp; CORPORATE COMMUNICATIONS</b>				
21	The charity communicates its mission, programmes or activities to key stakeholders.	9.1.1	Complied	

**Declaration**

Name : Ng Bee Lan  
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 Contact No : Office 63892850  
 Mobile  
 Designation : DIRECTOR, FINANCE

- 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 public viewing at the e-Service page on Charity Portal.

Note : This submission is for IPC with gross annual receipts of less than \$10 million in each of the last 2 financial years.

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