

**Submission Form for Governance Evaluation Checklist (Enhanced Tier)**

Please note that this checklist is based on the Code of Governance (2017).

Instructions: Please fill out the boxes. Input the reason if the selection is non-compliance for each field.

Applicable to large charities with gross annual receipts or total expenditure of \$10 million or more;

And IPCs with gross annual receipts or total expenditure from \$500,000 to less than \$10 million.

| S/N                     | Code guideline  | Code ID | Response (select whichever is applicable) | Explanation (if Code guideline is not complied with)                          |
|-------------------------|---|---------|---|---|
| <b>Board Governance</b> |   |         |   |   |
| 1                       | Induction and orientation are provided to incoming governing board members upon joining the Board.  | 1.1.2   | Complied                                  |   |
|                         | <b>Are there governing board members holding staff<sup>1</sup> appointments? (skip items 2 and 3 if "No")</b>   |         | No  | Board members are not staff of WHCF as WHCF does not have any employed staff. |
| 2                       | Staff does not chair the Board and does not comprise more than one third of the Board.  | 1.1.3   | Not Applicable                            | Board members are not staff of WHCF as WHCF does not have any employed staff. |
| 3                       | There are written job descriptions for the staff's executive functions and operational duties, which are distinct from the staff's Board role.  | 1.1.5   | Not Applicable                            | Board members are not staff of WHCF as WHCF does not have any employed staff. |
| 4                       | The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years.<br><br>If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity. | 1.1.7   | Complied                                  |   |
| 5                       | All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years.   | 1.1.8   | Complied                                  |   |
| 6                       | The Board conducts self evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter.   | 1.1.12  | Complied                                  |   |
|                         | <b>Is there any governing board member who has served for more than 10 consecutive years? (skip item 7 if "No")</b>   |         | Yes                                       |   |
| 7                       | The charity discloses in its annual report the reasons for retaining the governing board member who has served for more than 10 consecutive years.  | 1.1.13  | Complied                                  |   |
| 8                       | There are documented terms of reference for the Board and each of its committees.   | 1.2.1   | Complied                                  |   |

| S/N  | Code guideline   | Code ID | Response (select whichever is applicable) | Explanation (if Code guideline is not complied with)   |
|--|--|---------|---|--|
| <b>Conflict of Interest</b>  |  |         |   |  |
| 9  | There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.                                       | 2.1     | Complied                                  |  |
| 10   | Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.   | 2.4     | Complied                                  |  |
| <b>Strategic Planning</b>  |  |         |   |  |
| 11   | The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.  | 3.2.2   | Complied                                  |  |
| <b>Human Resource and Volunteer<sup>2</sup> Management</b>                                   |  |         |   |  |
| 12   | The Board approves documented human resource policies for staff.   | 5.1     | Not Applicable                            | WHCF does not have any employed staff as it is supported by IMH under National Healthcare Group (NHG). |
| 13   | There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board.   | 5.3     | Complied                                  |  |
| 14   | There are processes for regular supervision, appraisal and professional development of staff.  | 5.5     | Not Applicable                            | WHCF does not have any employed staff as it is supported by IMH under National Healthcare Group (NHG). |
| <b>Are there volunteers serving in the charity? (skip item 15 if "No")</b>                   |  |         | Yes                                       |  |
| 15   | There are volunteer management policies in place for volunteers.   | 5.7     | Complied                                  |  |
| <b>Financial Management and Internal Controls</b>  |  |         |   |  |
| 16   | There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes. | 6.1.1   | Complied                                  |  |
| 17   | The Board ensures that internal controls for financial matters in key areas are in place with documented procedures.   | 6.1.2   | Complied                                  |  |
| 18   | The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.   | 6.1.3   | Complied                                  |  |
| 19   | The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks.   | 6.1.4   | Complied                                  |  |
| 20   | The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.  | 6.2.1   | Complied                                  |  |
| <b>Does the charity invest its reserves (e.g. in fixed deposits)? (skip item 21 if "No")</b> |  |         | Yes                                       |  |
| 21   | The charity has a documented investment policy approved by the Board.  | 6.4.3   | Complied                                  |  |
| <b>Fundraising Practices</b>   |  |         |   |  |

| S/N                                | Code guideline   | Code ID | Response<br>(select<br>whichever is<br>applicable) | Explanation<br>(if Code guideline is not complied with)   |
|------------------------------------|--|---------|--|---|
|                                    | <b>Did the charity receive cash donations (solicited or unsolicited) during the financial year? (skip item 22 if “No”)</b>   |         | Yes  |   |
| 22                                 | All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.  | 7.2.2   | Complied   |   |
|                                    | <b>Did the charity receive donations in kind during the financial year? (skip item 23 if “No”)</b>   |         | Yes  |   |
| 23                                 | All donations in kind received are properly recorded and accounted for by the charity.   | 7.2.3   | Complied   |   |
| <b>Disclosure and Transparency</b> |  |         |  |   |
| 24                                 | The charity discloses in its annual report —<br>(a) the number of Board meetings in the financial year; and<br><br>(b) the attendance of every governing board member at those meetings.   | 8.2     | Complied   |   |
|                                    | <b>Are governing board members remunerated for their services to the Board? (skip items 25 and 26 if “No”)</b>   |         | No   | WHCF does not remunerate its Board of Trustees.   |
| 25                                 | No governing board member is involved in setting his own remuneration.   | 2.2     | Not Applicable                                     | WHCF does not remunerate its Board of Trustees.   |
| 26                                 | The charity discloses the exact remuneration and benefits received by each governing board member in its annual report.<br>OR<br>The charity discloses that no governing board member is remunerated.  | 8.3     | Not Applicable                                     | WHCF does not remunerate its Board of Trustees and this is disclosed in its Annual Report.  |
|                                    | <b>Does the charity employ paid staff? (skip items 27, 28 and 29 if “No”)</b>  |         | No   | WHCF does not have any employed staff as it is supported by IMH under National Healthcare Group (NHG).  |
| 27                                 | No staff is involved in setting his own remuneration.  | 2.2     | Not Applicable                                     | WHCF does not have any employed staff as it is supported by IMH under National Healthcare Group (NHG).  |
| 28                                 | The charity discloses in its annual report —<br>(a) the total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity’s subsidiaries) exceeding \$100,000 during the financial year; and<br><br>(b) whether any of the 3 highest paid staff also serves as a governing board member of the charity.<br><br>The information relating to the remuneration of the staff must be presented in bands of \$100,000.<br>OR<br>The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration. | 8.4     | Not Applicable                                     | WHCF does not have any employed staff as it is supported by IMH under National Healthcare Group (NHG) and this is disclosed in its Annual Report. |

| S/N                 | Code guideline   | Code ID | Response<br>(select<br>whichever is<br>applicable) | Explanation<br>(if Code guideline is not complied with)   |
|---------------------|--|---------|--|---|
| 29                  | <p>The charity discloses the number of paid staff who satisfies all of the following criteria:</p> <p>(a) the staff is a close member of the family<sup>3</sup> belonging to the Executive Head<sup>4</sup> or a governing board member of the charity;</p> <p>(b) the staff has received remuneration exceeding \$50,000 during the financial year.</p> <p>The information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p>OR</p> <p>The charity discloses that there is <b>no</b> paid staff, being a close member of the family belonging to the Executive Head or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year.</p> | 8.5     | Not Applicable                                     | WHCF does not have any employed staff as it is supported by IMH under National Healthcare Group (NHG) and this is disclosed in its Annual Report. |
| <b>Public Image</b> |  |         |  |   |
| 30                  | The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.   | 9.2     | Complied   |   |

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|-----|----------------|---------|--|---|
|-----|----------------|---------|--|---|

**Notes:**

<sup>1</sup> Staff: Paid or unpaid individual who is involved in the day to day operations of the charity, e.g. an Executive Director or administrative personnel.

<sup>2</sup> Volunteer: A person who willingly serves the charity without expectation of any remuneration.

<sup>3</sup> Close member of the family: A family member belonging to the Executive Head or a governing board member of a charity —

(a) who may be expected to influence the Executive Head's or governing board member's (as the case may be) dealings with the charity; or

(b) who may be influenced by the Executive Head or governing board member (as the case may be) in the family member's dealings with the charity.

A close member of the family may include the following:

(a) the child or spouse of the Executive Head or governing board member;

(b) the stepchild of the Executive Head or governing board member;

(c) the dependant of the Executive Head or governing board member.

(d) the dependant of the Executive Head's or governing board member's spouse.

<sup>4</sup> Executive Head: The most senior staff member in charge of the charity's staff.

**Declaration**

- I declare that my charity's / IPC's governing Board has approved this Governance Evaluation Checklist and authorised me to All information given by me in this checklist submission is true to the best of my knowledge and I have not wilfully suppressed The full responsibility for providing accurate and updated checklist information will rest with my charity's / IPC's governing**