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Case Number: CPGE-171201-000755
Name of Organisation: SINGAPORE PRESS HOLDINGS FOUNDATION LIMITED
UEN No: 200300910M
Submission Status: On time Submission
Submission Deadline: 30/06/2018
Submitted On: 28/06/2018

Governance Evaluation Checklist Submission for the period Jan 2017 to Dec 2017

S/No.	Code Description	Code ID	Compliance	Please provide explanation if your charity is unable to comply with the Code guidelines, or if the guidelines are non-applicable.
BOARD GOVERNANCE				
1	Are there Board members holding staff appointments?		No	There is no Board member holding staff appointment.
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	Not Applicable	There is no treasurer or equivalent position as services are outsourced. No Board member holds a treasurer (or equivalent) position.

5	There are Board committees (or designated Board members) with documented terms of reference.	1.2.1	Not Applicable	The Foundation views that it is not necessary to set up Board Committees for the following reasons: (a) The Foundation's processes and internal controls are reviewed every two years by SPH's Internal Audit Division; (b) the accounts which are audited by external auditors, KPMG, are reviewed by the Board at Board meetings; and (c) the Board meets regularly to review and approve the programmes of the Foundation.
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	
CONFLICT OF INTEREST				
7	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied	The Foundation has a Conflict of Interest Policy. Actual or potential conflicts of interests are disclosed and recorded at Board meetings.
8	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	As above
STRATEGIC PLANNING				

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	The Foundation's mission and objectives are set out on its 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	The Board meets regularly to review and approve the strategies and activities of the Foundation.
HUMAN RESOURCE MANAGEMENT				
11	The Board approves documented human resource policies for staff.	5.1	Not Applicable	The Foundation has no staff as it outsources management services to SPH Ltd.
12	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Not Applicable	The Foundation has no staff as it outsources management services to SPH Ltd.
FINANCIAL MANAGEMENT AND CONTROLS				
13	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	
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	

16	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	
17	Does the charity invest its reserves?		Yes	The Charity invests its reserves (which includes the Endowment Fund)
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	The Foundation has an investment policy approved by the Board. The Foundation also has a Panel of Advisors which provides advice on the Foundation's asset allocation strategy and risk framework, and reviews and recommends investment guidelines.
FUNDRAISING PRACTICES				
19	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	
DISCLOSURE AND TRANSPARENCY				
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	
21	Are Board members remunerated for their Board services?		No	
24	Does the charity employ paid staff?		No	

PUBLIC IMAGE				
27	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	

Declarant Details

Name of Declarant:* Chin Lin Yam

Role in the organisation:*


ID Type:*

Name of the Firm:*

ID No:*

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 nominate my charity for the Charity Governance Awards.  The Charity Governance Awards recognises charities that have adopted the highest standards of governance.

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