


Update Governance Evaluation

Application Case ID : 0000003135

Charity Registration No. : 001415

IPC Registration No. : IPC000184

Application Status : LIVE

Name of Organisation : Autism Resource Centre (Singapore)

Note : This submission is for Evaluation Period 01/04/2008 to 31/03/2009

S/N o.	Code Description	Code ID	Compliance	Explanation (If Compliance in Progress, Not Complied or Not Applicable)
	BOARD GOVERNANCE			
	Board Roles, Composition and Bye-laws			
1	The Board is wholly independent from the paid executive management of the charity. Where paid staff are on the Board, they 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	
4	The Board conducts self-evaluation to assess its performance and effectiveness.	1.1.1 0	Compliance in Progress	Expected date of completion: 31 Dec 2008
	Board Structure			
5	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"> a. Audit; b. Programmes and Services; c. Fund-raising; (Applicable to IPCs & Large Charities) d. Appointment / Nomination ; (Applicable to IPCs & Large Charities) e. Human Resource ; (Applicable to IPCs & Large Charities) and f. Investment. (Applicable to Large IPCs) 	1.2.1	Compliance in Progress	Expected date of completion : 31 Dec 2008
	Board Meetings			
6	The Board meets regularly (or as			

	required by the governing document).	1.3.2	Complied	
	STRATEGIC PLANNING			
	Vision & Mission			
7	The Board periodically approves and reviews the vision and mission of the charity. They are documented and communicated to the public or its members.	2.1.1	Complied	
	Operations Plan			
8	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	
	CONFLICTS OF INTEREST			
	Related Party Transaction			
9	There are documented procedures for Board members or paid staff to declare conflicts of interest to the Board.	3.1.1	Compliance in Progress	Expected date of completion: 31 Dec 2008
10	Board member with conflicts of interest do not vote or participate in decision making in the matter.	3.1.2	Complied	
	HUMAN RESOURCE MANAGEMENT			
	Staff & Volunteers			
11	There are documented human resource policies approved by the Board for paid staff (and volunteers, where appropriate).	5.1.1	Compliance in Progress	Expected date of completion : 31 Dec 2008
12	There are systems for regular supervision, appraisal and personal development of the executive head, paid staff (and volunteers, where appropriate).	5.1.5	Complied	
13	No paid staff or Board member (<i>where applicable</i>) is involved in setting his own remuneration.	5.1.6	Complied	
14	There is a system to address grievances and resolve conflicts for staff and volunteers.	5.1.1 1	Compliance in Progress	Expected date of completion : 31 Dec 2008
	FINANCIAL MANAGEMENT & CONTROLS			
	Budget Planning & Monitoring			
15	The Board approves an annual budget for the charity's corporate and programme plans and monitors its budget expenditure regularly.	6.1.1	Complied	
	Operational Controls			

16	The Board ensures periodic internal audit on controls, processes, key programmes and events.	6.2.2*	Compliance in Progress	Expected date of completion : 31 Dec 2008
17	The charity ensures internal control systems are in place with documented procedures, approved by the Board, for financial matters.	6.2.3	Complied	
Asset Management				
18	The charity discloses its reserves policy in the annual report.	6.3.1	Compliance in Progress	Expected date of completion : 31 Dec 2008
19	The charity invests its reserves, if the governing document permits, in accordance with an investment policy approved by the Board. It obtains advice from qualified professional advisors, where appropriate.	6.3.5	Not Applicable	Majority of our funds are for designated purposes which would be expended over the near term and are kept as bank deposits. The rest are also in bank deposits/current account for meeting operational needs.
DISCLOSURE & TRANSPARENCY				
20	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	
21	Board members are not remunerated for their Board services.	8.1.2 a	Complied	
22	The charity discloses the exact remuneration and benefits received by each individual Board member in the annual report.	8.1.2 b	Not Applicable	No board member receives any remuneration.
23	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	Compliance in Progress	30 June 2008
PUBLIC RELATIONS & CORPORATE COMMUNICATIONS				
24	The charity communicates its mission, programmes or activities to key stakeholders.	9.1.1	Complied	

Declaration

Name : Er Sock Kian
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 Contact No : Office 63233258
 Mobile
 Designation : EXECUTIVE DIRECTOR



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 large IPC with gross annual receipts of \$10 million or more in each of the last 2 financial years.

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