

[PrintPrint](#)**Submission of Governance Evaluation Checklist**

- Please do not use the 'Back' button on your browser
- All organizations are required to submit their governance evaluation checklists within 6 months of the end of their financial periods. Financial statements must be submitted before the annual report and governance evaluation checklist.
- If you have yet to submit the governance evaluation checklist for previous financial periods, please do so before making a submission for the current period.
- The Governance Evaluation Checklist is tiered according to the size of the charity and IPC status. Your response to the preliminary questions will trigger the system to retrieve a set of GEC questions which is applicable to your organisation.
- Please note that you will not be able to change the question set after a draft has been created. If a wrong set of questions has been retrieved due to incorrect response to the preliminary question, please delete the draft and click the "Edit" button to make the necessary changes.
- Maximum of 500 characters is allowed for each Explanation.

Case Number: CPGE-160401-000091
Name of Organisation: ASSOCIATION OF MUSLIM PROFESSIONALS
UEN No: 199105100D
Case Status: DRAFT
Submission Deadline: 31/12/2016
Last Updated On: 29/11/2016

Preview Governance Evaluation Checklist Submission

Please submit Financial Statement before submitting Governance Evaluation Checklist

| 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 | |
| 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 | |
| 5 | The Board conducts regular self-evaluation to assess its performance and effectiveness. | 1.1.10 | Complied | |
| 6 | There are Board committees (or designated Board members) with documented terms of reference. | 1.2.1 | Complied | |
| 7 | 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 | | | | |
| 8 | There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board. | 2.1 | Complied | |
| 9 | Board members do not vote or participate in decision-making on matters where they have a conflict of interest. | 2.4 | Complied | |
| STRATEGIC PLANNING | | | | |
| 10 | 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 | |

| | | | | |
|--|--|-------|----------|--|
| 11 | 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 | |
| HUMAN RESOURCE MANAGEMENT | | | | |
| 12 | The Board approves documented human resource policies for staff. | 5.1 | Complied | |
| 13 | There are systems for regular supervision, appraisal and professional development of staff. | 5.6 | Complied | |
| 14 | There is a system to address grievances and resolve conflicts. | 5.11 | Complied | |
| FINANCIAL MANAGEMENT AND CONTROLS | | | | |
| 15 | The Board ensures internal control systems for financial matters are in place with documented procedures. | 6.1.2 | Complied | |
| 16 | The Board ensures reviews on the charity's controls, processes, key programmes and events. | 6.1.3 | Complied | |
| 17 | The Board approves an annual budget for the charity's plans and regularly monitors its expenditure. | 6.2.1 | Complied | |
| 18 | The charity discloses its reserves policy in the annual report. | 6.4.1 | Complied | |
| 19 | Does the charity invest its reserves? | | Yes | |
| 20 | 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 | |
| FUNDRAISING PRACTICES | | | | |
| 21 | Donations collected are properly recorded and promptly deposited by the charity. | 7.2.2 | Complied | |
| DISCLOSURE AND TRANSPARENCY | | | | |
| 22 | 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 | |
| 23 | Are Board members remunerated for their Board services? | | No | |
| 26 | Does the charity employ paid staff? | | Yes | |
| 27 | No staff is involved in setting his or her own remuneration. | 2.2 | Complied | |
| 28 | 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 | |


| PUBLIC IMAGE | | | | |
|--------------|--|-----|----------|--|
| 29 | The charity accurately portrays its image to its members, donors and the public. | 9.1 | Complied | |

Declarant Details

Name of Declarant:* Shahjehan s/o Ibrahim Kutty
ID Type:* NRIC
ID No:* S2192500D

Role in the organisation:*
Name of the Firm:*

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

Note: This Advanced checklist is for large IPCs with gross annual receipts of \$10 million or more in each of the two immediate preceding financial years.

Previous

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