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Case Number: CPGE-180601-000097
Name of Organisation: ASSOCIATION OF MUSLIM PROFESSIONALS
UEN No: 199105100D
Submission Status: On time Submission
Submission Deadline: 31/12/2018
Submitted On: 08/12/2018

Governance Evaluation Checklist Submission for the period Jul 2017 to Jun 2018

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	No Board members hold staff appointments.
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	All Board members and Board Committee members are provided with their terms of reference when appointed
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	The board meets regularly
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	All Board members and staff are required to declare all conflicts or potential conflicts.
9	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied	Board members that have potential conflict would excuse themselves from participating in the decision making.
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	Our vision and mission are published in our website and our annual reports.
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	The board conducts a strategic review every 5 years.

HUMAN RESOURCE MANAGEMENT				
12	The Board approves documented human resource policies for staff.	5.1	Complied	The company has a documented HR Policy for staff.
13	There are systems for regular supervision, appraisal and professional development of staff.	5.6	Complied	The HR committee oversees the staff development plan and appraisal for the organisation.
14	There is a system to address grievances and resolve conflicts.	5.11	Complied	We have a grievance policy for the organisation.
FINANCIAL MANAGEMENT AND CONTROLS				
15	The Board ensures internal control systems for financial matters are in place with documented procedures.	6.1.2	Complied	The internal control procedures are documented and approved by the board.
16	The Board ensures reviews on the charity's controls, processes, key programmes and events.	6.1.3	Complied	The board reviews the controls, processes, key programmes and events.
17	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	The board approves the annual budget and has a quarterly review of actual performance against budget.
18	The charity discloses its reserves policy in the annual report.	6.4.1	Complied	The reserves policy is disclosed in the annual report . The company will build up a reserve that will be no less than 1 year and no more than 5 years of the annual operating expenditure.
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	The Finance and Investment Committee advises the company on the investments of the company.
FUNDRAISING PRACTICES				
21	Donations collected are properly recorded and promptly deposited by the charity.	7.2.2	Complied	We have a policy that all donations must be deposited within 2 working days of receiving them.
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	Our Annual Report is uploaded on our website which is accessible to the public.
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	We disclose staff annual remuneration exceeding \$100,000, in bands of \$50,000.
PUBLIC IMAGE				
29	The charity accurately portrays its image to its members, donors and the public.	9.1	Complied	All publications and advertising materials accurately portray our image to the public.

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 it on their behalf. All information given by me in this 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 charity's/IPC's governing board agrees to make this Governance Evaluation Checklist available for public viewing at the e-Service page on the Charity Portal.

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