








**GOVERNANCE EVALUATION CHECKLIST
FOR THE FINANCIAL YEAR ENDED (30 JUNE 2019)**

EXTRAORDINARY PEOPLE LIMITED

| S/No. | Code guideline | Code ID | Response (select whichever is applicable) | Explanation (if Code guideline is not complied with) |
|-------------------------|--|------------------------|---|---|
| BOARD GOVERNANCE | | | | |
| 1 | Induction and orientation are provided to incoming governing board members upon joining the Board. | 1.1.2 | --Select-- ▼ <input type="text" value="Complied"/> ▼ |  |
| 2 | Are there governing board members holding staff* appointments? Remarks: (skip items 3 and 4 if "No") | | --Select-- ▼ <input type="text" value="No"/> ▼ |  |
| 3 | Staff does not chair the Board and does not comprise more than one third of the Board. | 1.1.3 | --Select-- ▼ <input type="text" value="Complied"/> ▼ |  |
| 4 | 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 | --Select-- ▼ <input type="text" value="Complied"/> ▼ |  |
| 5 | 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. 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 | --Select-- ▼ <input type="text" value="Complied"/> ▼ |  |
| 6 | All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years. | 1.1.8 | --Select-- ▼ <input type="text" value="Complied"/> ▼ |  |
| 7 | The Board conducts self evaluation to assess its performance and effectiveness once during its term or every 3 | 1.1.12 | --Select-- ▼ <input type="text" value="Complied"/> ▼ |  |

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| | years, whichever is shorter. | | | |
| 8 | Is there any governing board member who has served for more than 10 consecutive years? Remarks: (skip item 9 if "No") | | --Select-- ▼ <input type="text" value="No"/> | |
| 9 | 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 | --Select-- ▼ <input type="text" value="--Select--"/> | |
| 10 | There are documented terms of reference for the Board and each of its committees. | 1.2.1 | --Select-- ▼ <input type="text" value="Complied"/> | |

CONFLICT OF INTEREST

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| 11 | 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 | --Select-- ▼ <input type="text" value="Complied"/> | |
| 12 | Governing board members do not vote or participate in decision making on matters where they have a conflict of interest. | 2.4 | --Select-- ▼ <input type="text" value="Complied"/> | |

STRATEGIC PLANNING

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| 13 | 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 | --Select-- ▼ <input type="text" value="Complied"/> | |
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HUMAN RESOURCE AND VOLUNTEER* MANAGEMENT

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| 14 | The Board approves documented human resource policies for staff. | 5.1 | --Select-- ▼ <input type="text" value="Complied"/> | |
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| 15 | There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board. | 5.3 | --Select-- Complied | |
| 16 | There are processes for regular supervision, appraisal and professional development of staff. | 5.5 | --Select-- Not Complied | Processes will be reviewed and implemented within the second half of 2019. |
| 17 | Are there volunteers serving in the charity? Remarks: (skip item 18 if "No") | | --Select-- Yes | |
| 18 | There are volunteer management policies in place for volunteers. | 5.7 | --Select-- Not Complied | Policy will be reviewed and approved by the Board, and implemented within the second half of 2019. |

FINANCIAL MANAGEMENT AND INTERNAL CONTROLS

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| 19 | 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 | --Select-- Complied | |
| 20 | The Board ensures that internal controls for financial matters in key areas are in place with documented procedures. | 6.1.2 | --Select-- Complied | |
| 21 | The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted. | 6.1.3 | --Select-- Complied | |
| 22 | The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks. | 6.1.4 | --Select-- Complied | |







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| 23 | The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure. | 6.2.1 | --Select-- Complied | |
| 24 | Does the charity invest its reserves (e.g. in fixed deposits)? Remarks: (skip item 25 if "No") | | --Select-- No | |
| 25 | The charity has a documented investment policy approved by the Board. | 6.4.3 | --Select-- --Select-- | |

FUNDRAISING PRACTICES

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| 26 | Did the charity receive cash donations (solicited or unsolicited) during the financial year? Remarks: (skip item 27 if "No") | | --Select-- Yes | |
| 27 | All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity. | 7.2.2 | --Select-- Complied | |
| 28 | Did the charity receive donations in kind during the financial year? Remarks: (skip item 29 if "No") | | --Select-- Yes | |
| 29 | All donations in kind received are properly recorded and accounted for by the charity. | 7.2.3 | --Select-- Not Complied | Systems w ill be implemented w ithin second half of 2019. |

DISCLOSURE AND TRANSPARENCY

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| 30 | The charity discloses in its annual report — (a) the number of Board meetings in the financial year; and (b) the attendance of every governing board member at those meetings. | 8.2 | --Select-- Complied | |
| 31 | Are governing board members remunerated for their services to the Board? Remarks: (skip item 32 and 33 if | | --Select-- No | |

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| | "No") | | | |
| 32 | No governing board member is involved in setting his own remuneration. | 2.2 | --Select-- ▼ <input type="text" value="--Select--"/> |  |
| 33 | The charity discloses the exact remuneration and benefits received by each governing board member in its annual report. OR The charity discloses that no governing board member is remunerated. | 8.3 | --Select-- ▼ <input type="text" value="--Select--"/> |  |
| 34 | Does the charity employ paid staff? Remarks: (skip item 35, 36 and 37 if "No") | | --Select-- ▼ <input type="text" value="Yes"/> |  |
| 35 | No staff is involved in setting his own remuneration. | 2.2 | --Select-- ▼ <input type="text" value="Complied"/> |  |
| 36 | The charity discloses in its annual report — (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 (b) whether any of the 3 highest paid staff also serves as a governing board member of the charity. The information relating to the remuneration of the staff must be presented in bands of \$100,000. OR The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration. | 8.4 | --Select-- ▼ <input type="text" value="Complied"/> |  |
| 37 | The charity discloses the number of paid staff who satisfies all of the following criteria: (a) the staff is a close member of the family* belonging to the Executive Head* or a governing board member of the charity; (b) the staff has received remuneration exceeding \$50,000 during the | 8.5 | --Select-- ▼ <input type="text" value="Complied"/> |  |

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| | <p>financial year. The information relating to the remuneration of the staff must be presented in bands of \$100,000. OR The charity discloses that there is no 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> | | | |
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PUBLIC IMAGE

38 The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.

9.2

--Select--
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Processes to be put in place in next FY
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