


Enquire Governance Evaluation

Application Case ID : 0000009070

Charity Reg No. : 001682

UEN : 200300910M

Application Status : LIVE

Name of Organisation : SINGAPORE PRESS HOLDINGS FOUNDATION LIMITED

Submitted By: CHIN LIN YAM

Submitted On: 05/08/2009

Note : This submission is for Evaluation Period 01/04/2009 to 31/03/2010

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. If the governing document permits paid staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2a	Not Applicable	The Foundation has no paid staff as it outsources management services from Singapore Press Holdings Ltd ("SPH") for an annual service fee.
2	Paid staff does not chair the Board.	1.1.2b	Not Applicable	As above
3	There is a maximum term limit of four consecutive years for the Treasurer (or <u>equivalent</u>) position.	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.
	Board Structure			
4	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 / <u>Nomination</u> ; (Applicable to IPCs & Large Charities) e. <u>Human Resource</u> ; (Applicable to IPCs & Large Charities) and f. Investment. (Applicable to Large IPCs) 	1.2.1	Not Applicable	SPH views that it is not necessary to set up Board Committees for the following reasons : (a) Audit Committee - SPH has an Internal Audit Division to audit the Foundation's accounts, which are also discussed at Board meetings. (b) Programmes and Services Committee - the Board reviews and oversees the Foundation's programmes and services. (c) Fund-raising Committee - the Foundation does not solicit funds from the public. (d) Human Resources - The Foundation does not employ any staff of its own.
	Board Meetings			
5	The Board meets <u>regularly</u> with a quorum of at least one-third or three members (or as required by the governing document).	1.3.2	Complied	
	STRATEGIC PLANNING			
	Vision & Mission			

6	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			
7	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			
8	There are documented procedures for Board members or paid staff to declare actual or potential conflicts of interest to the Board.	3.1.1	Complied	
9	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			
10	There are documented human resource policies approved by the Board for paid staff (and volunteers, where appropriate).	5.1.1	Not Applicable	The Foundation has no paid staff as it outsources management services from SPH.
11	There are systems for <u>regular</u> supervision, appraisal and personal development of the executive head, paid staff (and key volunteers, where appropriate).	5.1.5	Not Applicable	The Foundation has no paid staff as it outsources management services from SPH.
12	No paid staff or Board member (<i>where applicable</i>) is involved in setting his own remuneration.	5.1.6	Not Applicable	The Foundation has no paid staff. Board members do not receive any remuneration.
	FINANCIAL MANAGEMENT & CONTROLS			
	Budget Planning & Monitoring			
13	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			
14	The Board ensures periodic internal reviews on controls, processes, key programmes and events.	6.2.2	Complied	
15	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			
16	The charity discloses its reserves policy in the annual report.	6.3.1	Not Complied	The reserves policy is a matter of internal strategy, which the Board should have the flexibility to revise from time to time.
	DISCLOSURE & TRANSPARENCY			
17	The charity makes available to its	8.1.1	Complied	

	stakeholders an annual report. (<i>Financial accounts are tabled at the Annual General Meeting, if required by the governing document</i>).			
18	Board members are not remunerated for their Board services.	8.1.2a	Complied	
19	The charity discloses the exact remuneration and benefits received by each individual Board member in the annual report.	8.1.2b	Not Applicable	Board members do not receive any remuneration or benefits.
20	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	Not Applicable	Board members do not receive any remuneration or benefits.
	PUBLIC RELATIONS & CORPORATE COMMUNICATIONS			
21	The charity communicates its mission, programmes or activities to key stakeholders.	9.1.1	Complied	

Declaration

Name : CHIN LIN YAM
 Email : chinly@sph.com.sg
 Office 63191874
 Contact No: Mobile
 Designation : Confidential Secretary

- 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 IPC with gross annual receipts of less than \$10 million in each of the last 2 financial years.

[Back](#) [Print](#)

[Rate this eService](#)

If you encounter any problem with the e-Service , please contact us at 65-63548543, or [email us](#).

[Go to top](#)