

Governance Evaluation Checklist (Advanced Tier) for financial year ended 31 March 2024 for Education Fund

S/N	Code Description	Response	Explanation
	<u>Board Governance</u>		
1	Induction and orientation are provided for incoming Board members on joining the Board.	Complied	
	<i>Are there Board members holding staff appointments? (Skip items 2 and 3 if "No")</i>	No	
4	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman or person on Board responsible for overseeing the finances of the charity). Should the charity not have an appointed Board member, it will be taken that Chairman oversees the finances.	Complied	
5	All Board members submit themselves for re-nomination and re-appointment, at least once every three years.	Complied	
6	The Board conducts regular self-evaluation to assess its performance and effectiveness once per term or every three years, whichever is shorter.	Complied	
	<i>Are there Board member(s) who have served for more than 10 consecutive years? (Skip item 7 if "No")</i>	No	
8	There are documented terms of reference for the Board and each of its Board committees.	Complied	
	<u>Conflict of Interest</u>		
9	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	Complied	
10	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	Complied	
	<u>Strategic Planning</u>		
11	The Board periodically reviews and approves the strategic plan for the charity to ensure that the activities are in line with its objectives.	Complied	

S/N	Code Description	Response	Explanation
12	There is documented plan to develop the capacity and capability of the charity and the Board monitors the progress of this plan.	Not Complied	EF is supported by MOE's resources and staff, and MOE is currently not planning a separate development plan for EF.
	<u>Human Resource and Volunteer Management</u>		
13	The Board approves documented human resource policies for staff.	Complied	
14	There is a documented Code of Conduct for Board members, staff and volunteers (where applicable) which is approved by the Board.	Complied	
15	There are processes for regular supervision, appraisal and professional development of staff.	Complied	
	<i>Are there volunteers serving in the charity? (Skip item 16 if "No")</i>	No	
	<u>Financial Management and Internal Controls</u>		
17	There is a documented policy to seek Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of its core charitable programmes.	Complied	
18	The Board ensures internal controls for financial matters in key areas are in place with documented procedures.	Complied	
19	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	Complied	
20	The Board ensures that there is a process to identify, regularly monitor and review the charity's key risks.	Complied	
21	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	Complied	
	<i>Does the charity invest its reserves, including fixed deposits? (Skip item 22 if "No")</i>	Yes	
22	The charity has a documented investment policy approved by the Board.	Complied	

S/N	Code Description	Response	Explanation
	Fundraising Practices		
	<i>Did the charity receive cash donations (solicited or unsolicited) during the year? (Skip item 23 if "No")</i>	Yes	
23	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	Complied	
	<i>Did the charity receive donations-in-kind during the year? (Skip item 24 if "No")</i>	No	
	Disclosure and Transparency		
25	The charity discloses in its annual report: i) Number of Board meetings in the year; and ii) Individual Board member's attendance.	Complied	
	<i>Are Board members remunerated for their Board services? (Skip items 26 and 27 if "No")</i>	No	
	<i>Does the charity employ paid staff? (Skip items 28, 29 and 30 if "No")</i>	No	
	Public Image		
31	The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.	Complied	