

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-190301-000125
Name of Organisation: MUSICAL THEATRE LTD.
UEN No: 200614780G
Case Status: DRAFT
Submission Deadline: 30/09/2019
Last Updated On: 16/09/2019

Preview Governance Evaluation Checklist Submission

| 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 | Complied | |
| 2 | Are there governing board members holding staff* appointments? | | No | |
| 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 | Complied | |
| 6 | All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years. | 1.1.8 | Complied | |
| 7 | There are documented terms of reference for the Board and each of its committees. | 1.2.1 | Not Complied | TOR drafted & approved subsequently on 20 July 2019. |

| CONFLICT OF INTEREST | | | | |
|--|--|-------|--------------|--|
| 8 | 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 | Complied | |
| 9 | Governing 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 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 | Complied | |
| HUMAN RESOURCE AND VOLUNTEER* MANAGEMENT | | | | |
| 11 | The Board approves documented human resource policies for staff. | 5.1 | Complied | |
| 12 | There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board. | 5.3 | Not Complied | CoC drafted and approved subsequently on 20 July 2019. |
| 13 | There are processes for regular supervision, appraisal and professional development of staff. | 5.5 | Complied | |
| FINANCIAL MANAGEMENT AND INTERNAL CONTROLS | | | | |
| 14 | 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 | Not Complied | No such incident. Policy drafted and approved on 20 July 2019. |
| 15 | The Board ensures that internal controls for financial matters in key areas are in place with documented procedures. | 6.1.2 | Complied | |
| 16 | The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted. | 6.1.3 | Complied | |
| 17 | The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks. | 6.1.4 | Not Complied | MTL will look into this. |
| 18 | The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure. | 6.2.1 | Complied | |

| | | | | |
|------------------------------------|---|-------|----------|--|
| 19 | Does the charity invest its reserves (e.g. in fixed deposits)? | | No | |
| FUNDRAISING PRACTICES | | | | |
| 21 | Did the charity receive cash donations (solicited or unsolicited) during the financial year? | | Yes | |
| 22 | All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity. | 7.2.2 | Complied | |
| 23 | Did the charity receive donations in kind during the financial year? | | Yes | |
| 24 | All donations in kind received are properly recorded and accounted for by the charity. | 7.2.3 | Complied | |
| DISCLOSURE AND TRANSPARENCY | | | | |
| 25 | 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 | Complied | |
| 26 | Are governing board members remunerated for their services to the Board? | | No | |
| 29 | Does the charity employ paid staff? | | Yes | |
| 30 | No staff is involved in setting his own remuneration. | 2.2 | Complied | |
| 31 | 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 | Complied | |

Declarant Details

Name of Declarant:* James Wong Chee Wei

Role in the organisation:* Admin Assistant

ID Type:* NRIC

Name of the Firm:*

ID No:* S7380015C

☒ 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.

Note: This Intermediate checklist is for charities with gross annual receipts or total expenditure from \$500,000 to less than \$10 million and IPCs with gross annual receipts or total expenditure of less than \$500,000.

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