

**Name of Organisation:**  
**UEN No:**

**DYSLEXIA ASSOCIATION OF SINGAPORE**  
**S91SS0096B**

Code Compliance for the period Apr 2016 - Mar 2017

| S/No. | Code Description  | Code ID | Compliance | Explanation(If the Code guideline is not complied or not applicable) |
|-------|---|---------|------------|--|
| 1     | Are there Board members holding staff appointments?   |         | No         |  |
| 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   |  |
| 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   |  |
| 8     | There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.                              | 2.1     | Complied   |  |
| 9     | Board members do not vote or participate in decision-making on matters where they have a conflict of interest.  | 2.4     | Complied   |  |
| 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   |  |
| 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   |  |
| 12    | The Board approves documented human   | 5.1     | Complied   |  |

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|-------|---|---------|------------|--|
|       | resource policies for staff.  |         |            |  |
| 13    | There are systems for regular supervision, appraisal and professional development of staff.   | 5.6     | Complied   |  |
| 14    | There is a system to address grievances and resolve conflicts.  | 5.11    | Complied   |  |
| 15    | The Board ensures internal control systems for financial matters are in place with documented procedures.   | 6.1.2   | Complied   |  |
| 16    | The Board ensures reviews on the charity's controls, processes, key programmes and events.  | 6.1.3   | Complied   |  |
| 17    | The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.   | 6.2.1   | Complied   |  |
| 18    | The charity discloses its reserves policy in the annual report.   | 6.4.1   | Complied   |  |
| 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   |  |
| 21    | Donations collected are properly recorded and promptly deposited by the charity.  | 7.2.2   | Complied   |  |
| 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   |  |

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|-------|--|---------|------------|--|
| 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   |  |
| 29    | The charity accurately portrays its image to its members, donors and the public.   | 9.1     | Complied   |  |