

# Charities and Institutions of a Public Character (IPCs) Self-Evaluation Checklist 2011

Evaluation date: 1st January 2010 to 31st December 2010

Number	Details of Guidelines	Guideline number	Compliance	Explanations
	Supervision of the Board of Directors			
A	Any part-time staff on the Board of Directors If the answer is "NO", skip sections 1 and 2		NO	
1	If the regulatory documents of the charitable organization allow members of the staff to become Board members, the number cannot exceed one third of the board.	1.1.2	Not applicable	Chung Hwa Medical Institution staffs are not allowed to become Board members.
2	The chairman of the board cannot be a member of the staff.	1.1.2	Not applicable	Chung Hwa Medical Institution staffs are not allowed to become Chairman of the board.
3	Finance director of the Board (or any equivalent position such as the finance committee chairman) can serve up to a maximum of 4 consecutive years.	1.1.6	Compliant	
4	The Board has set up an audit committee (or designated Board member) according to the written terms of auditing tasks.	1.2.1	Compliant	

5	The Board will hold meetings at fixed intervals, and attendees must make up at least one third or 3 members, whichever is higher (or according to the Regulatory documents).	1.3.1	Compliant	According to the Chung Hwa Medical Institution constitution, the quorum for Board meetings is at least half of the Board.
	Conflicts of Interest			
6	Charitable organizations expressly provide procedures for the Board and staff to report to the Board members any conflicts of interest.	2.1	Compliant	
7	Any board member with a conflict of interest shall not participate or vote in the matter concerned.	2.4	Compliant	
	Strategic Planning			
8	The Board will review and approve charity's vision and mission at fixed intervals. Vision and mission must be clearly stated in the relevant documents to be conveyed to the members and the general public.	3.1.1	Compliant	
9	The Board will review the charitable organization's strategic plan to ensure that the activities are consistent with its objectives.	3.2.2	Compliant	
	Human Resource Management			
10	Board of Directors has approved a written human resource policy.	5.1	Compliant	
11	The development of a system of routine monitoring and evaluation of staff, and providing them with a professional career progression system.	5.6	Compliant	

	Financial management and monitoring			
12	The Board must ensure that there is an internal financial control system within the main areas of the establishment.	6.1.2	Compliant	
13	The Board must ensure that the charitable organisation's, procedures, major programs and projects are reviewed.	6.1.3	Compliant	
14	The Board will approve the charity's annual budget and regularly monitor expenditures.	6.2.1	Compliant	
15	The charitable organisation must state the reserve policy in the Annual Report.	6.4.1	Compliant	
B	Does the charity invest its reserves? If the answer is "NO", skip section 16.		NO	
16	Charitable organisations in addition to carrying out the investment policy approved by the Board, should the Board deem it necessary, should consult qualified professional advisers.	6.4.3	Not applicable	Chung Hwa Medical Institution does not invest its reserves.
	Fund-raising Practices <sup>17</sup>			
17	Charitable donations have been collected and properly deposited in the bank as soon as possible.	7.2.2	Compliant	
	Disclosure and Transparency			
18	Charities must let shareholders review the Annual Report, which must include the charitable organisation's plan, activities, audited financial statements, board members and executive management information.	8.1	Compliant	
C	Do Board members receive remuneration for their service? If the answer is "NO", skip sections 19 and 20.		NO	

19	No Board member may participate or decide on his/ her own salary.	2.2	Not applicable	Chung Hwa Medical Institution Board members do not receive any financial remuneration.
20	The charitable organisation will disclose in the Annual Report if Board members have received compensation and benefits.		Not applicable	Chung Hwa Medical Institution Board members do not receive any form of benefit and compensation.
D	Does the charity employ paid staff? If the answer is "NO", skip sections 21 and 22.		YES	
21	No staff is involved in deciding his/ her own remuneration.	2.2.	Compliant	
22	The charitable organisation must disclose in the annual report if the any staff's annual salary exceeds \$ 100,000 as a category. The charity must also disclose if none of the three highest ranking staff receive an annual salary that exceeds \$100,000.	8.3	Compliant	
	Public Image			
23	The charitable organisation must display an accurate image to members, donors and members of the public.	9.1.1	Compliant	