

S/No.	Code guideline	Code ID	Response (select whichever is applicable)	Explanation (if Code guideline is not complied with)
<b>BOARD GOVERNANCE</b>				
1	Induction and orientation are provided to incoming governing board members upon joining the Board.	1.1.2 Guideline - 1.1.2	Complied	The Board of Governance of DAS International Services Ltd refers to the Executive Committee of its parent company, Dyslexia Association of Singapore.
2	Are there governing board members holding staff* appointments?	Guideline - (skip items 3 and 4 if "No")	No	As above
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 Guideline - 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 Guideline - 1.1.8	Complied	
7	There are documented terms of reference for the Board and each of its committees.	1.2.1 Guideline - 1.2.1	Complied	
<b>CONFLICT OF INTEREST</b>				
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 Guideline - 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 Guideline - 2.4	Complied	
<b>HUMAN RESOURCE AND VOLUNTEER* MANAGEMENT</b>				
10	The Board approves documented human		Complied	

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	resource policies for staff.	5.1 Guideline - 5.1		
<b>FINANCIAL MANAGEMENT AND INTERNAL CONTROLS</b>				
11	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 Guideline - 6.1.1	Complied	
12	The Board ensures that internal controls for financial matters in key areas are in place with documented procedures.	6.1.2 Guideline - 6.1.2	Complied	
13	The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3 Guideline - 6.1.3	Complied	
14	The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.	6.2.1 Guideline - 6.2.1	Complied	
15	Does the charity invest its reserves (e.g. in fixed deposits)?	Guideline - (skip item 16 if "No")	No	
<b>FUNDRAISING PRACTICES</b>				
17	Did the charity receive cash donations (solicited or unsolicited) during the financial year?	Guideline - (skip item 18 if "No")	No	
19	Did the charity receive donations in kind during the financial year?	Guideline - (skip item 20 if "No")	No	
<b>DISCLOSURE AND TRANSPARENCY</b>				
21	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 Guideline - 8.2	Complied	The Board of Governance of DAS International Services Ltd refers to the Executive Committee of its parent company, Dyslexia Association of Singapore (DAS). Hence, refer to DAS' Board meetings disclosure
22	Are governing board members remunerated for their services to the Board?	Guideline - (skip items	No	

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		23 and 24 if "No")		
25	Does the charity employ paid staff?	Guideline - (skip items 26 and 27 if "No")	No	