

CHARITY TRANSPARENCY

Scorecard Report

S/N	Item	Item Details	Remarks / Supporting Documents
A. Board and Executive Management (Max = 22 points)			
1.	Disclosure of Information on the Board <i>(Max = 8 points)</i>	Basic 1. Name	All information on National Council of Social Service (NCSS) Board members (name, Board appointment, date of appointment and occupation & experience) can be found in Pg 88 – 91 of NCSS FY17 Annual Report
		2. Board Appointment	
		3. Date of Appointment	
		Beyond Basic 4. Occupation/ Experience working with charities and corporates	
		5. Roles and Responsibilities/ Matters requiring Board Approval	Board Terms of Reference (TOR) <ul style="list-style-type: none"> Focus on strategic issues while delegating management to the Chief Executive Officer (CEO) and NCSS staff Review and approve NCSS Annual Work Plan, budget, financial statements, Fund Allocation for social service organisations’ programmes and risk management Advise NCSS on the provision and development of social services

S/N	Item	Item Details	Remarks / Supporting Documents
		<p>Bonus No staff sitson the board</p>	<p>As required by NCSS Act (CAP 195A), no NCSS staff is to sit on the Board. As extracted:</p> <p>Sect 5 – Board of Council (10)No person who is an employee of the Council or of a full or associate Council member shall – (a)be elected or appointed as a Board member; or (b)nominate or second the nomination of any person for election to the Board.</p>
		<p>Disclosure of frequency and attendance at Board meetings(note: shows howactive the board is)</p>	<p>Board members' attendance at Board meetings is available here.</p>
		<p>Disclosure of policy for Board selection and recruitment, induction, training and evaluation of Board effectiveness.</p>	<p><u>Board Selection/Recruitment</u> Policy for selection and recruitment of NCSS Board members are captured in the NCSS Act (CAP 195A) Sect 5.</p> <p><u>Board Induction</u> At the beginning of a new term, which is two years each, or when there is a change in a Board Member, NCSS will conduct an orientation brief for the new member/s. The senior management team of NCSS will brief the new Board on the overview of NCSS, our purpose, mission and the structure and strategic goals of NCSS. The functions and scope of the various NCSS groups will also be briefed.</p> <p>Each Board Member will receive a Board Kit which provides comprehensive information about NCSS organisational matters (on finance, human resource</p>

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			<p>and governance etc), Terms of Reference of Board and Board committees, NCSS Act and other charity governance documentation and Board Members' responsibilities. Through the course of their term, Board Members will be invited to visit social service organisations, Social Service Offices and other sector related activities/events.</p> <p><u>Board Evaluation</u> During every term of two years each, NCSS will conduct a Board Evaluation exercise for the Board. Inputs are solicited from Board Members and NCSS senior management during the evaluation and the analysis and findings from the evaluation exercise are shared with all Board members and senior management to allow them to gauge Board effectiveness.</p>
2.	<p>Disclosure of Information on Executive Management</p> <p><i>(Max = 5 points)</i></p>	<p>Basic</p> <p>1. Name</p> <p>2. Designation</p> <p>3. Organisational structure</p> <p>Beyond Basic</p> <p>4. Date of Appointment (For CEOs/ EDs /CFOs)</p> <p>5. Past Job Experience(For CEOs/ ED /CFOs)</p>	<p>The NCSS organisation structure can be found on the NCSS Website.</p> <hr/> <p>Please see Pg 92 – 95 of NCSS FY17 Annual Report for overview of senior management team (names, designation, date of appointment and past job experience).</p>
3.	<p>Disclosure of Information on Committees (or designated</p>	<p>Basic</p> <p>1. Name</p>	<p>The details of the Board Committee members can be found in Pg 96 – 97 of NCSS FY17 Annual Report.</p>

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	<p>board members) which oversee specific areas</p> <p>(Max = 6 points)</p>	<p>2. Committee(s)/ Areas which designated boards are in charge of</p> <hr/> <p>3. Appointment in Committee(s)</p> <hr/> <p>Beyond Basic</p> <p>4. Terms of Reference</p>	<p>Terms of Reference – Executive Committee</p> <ul style="list-style-type: none"> • Membership application and policy on membership matters • Human Resource Policies, including salary and benefits • Approval of Care & Share funds allocation up to \$2m • Risk Management <p>Terms of Reference – Investment Committee</p> <ul style="list-style-type: none"> • Recommend to NCSS Board on appropriate investment policies • Manage Endowment Fund on behalf of NCSS Board pursuant to NCSS Act 1992. • Monitor performance of NCSS' investments taking into account NCSS' investment policies <p>Terms of Reference – Services Committee</p> <ul style="list-style-type: none"> • Strategic policies and plans on social service delivery • Framework on standards of social service delivery • Annual budget allocated for social service delivery

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			<p data-bbox="1352 196 2141 236"><u>Terms of Reference – Community Chest Committee</u></p> <ul data-bbox="1397 236 2141 459" style="list-style-type: none"> <li data-bbox="1397 236 2141 308">• Raise funds for NCSS members and ensure fundraising target is met <li data-bbox="1397 308 2141 379">• Provide expertise, directions to ComChest staff on its programmes, activities, etc. <li data-bbox="1397 379 2141 459">• Represent and promote ComChest to key stakeholders <p data-bbox="1352 539 2141 579"><u>Terms of Reference – Audit Committee</u></p> <ul data-bbox="1397 579 2141 762" style="list-style-type: none"> <li data-bbox="1397 579 2141 619">• Review the organisation’s internal control <li data-bbox="1397 619 2141 722">• Review with management and statutory auditors the annual financial statement for Board’s approval <li data-bbox="1397 722 2141 762">• Review effectiveness of statutory auditor <p data-bbox="1352 842 2141 954"><u>Terms of Reference – Human Capital Development Panel</u> (reconstituted as Human Capital and Organisation Development Committee)</p> <ul data-bbox="1397 954 2141 1257" style="list-style-type: none"> <li data-bbox="1397 954 2141 1066">• Advise on overall strategies of HCD Group in NCSS in building manpower capabilities in the social service sector <li data-bbox="1397 1066 2141 1177">• Establish HCD as the frontrunner of HR in the sector and also thought leader for social service learning <li data-bbox="1397 1177 2141 1257">• Represent and promote current and future HCD entities

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			<p>Terms of Reference – Volunteer Resource Committee (closed on 31 July 2018)</p> <ul style="list-style-type: none"> • Provide guidance and directions, on the strategic plans and priorities on NCSS' Volunteer Resource Management agenda • Provide guidance and inputs to synergise the Volunteer Resource development work being carried out by different groups within NCSS. • Represent and promote Volunteer Resource development to key stakeholders <p>Terms of Reference – Advocacy & Research Panel (closed on 31 July 2018)</p> <ul style="list-style-type: none"> • Provide guidance and directions on the strategic plans and priorities in NCSS' advocacy & research agenda • Provide expertise, networks and resources to NCSS staff in every stage of execution of the advocacy & research agenda • Recommend to NCSS Board on major matters relating to NCSS' advocacy & research agenda <p>Terms of Reference – Social Service Innovation Advisory Panel (closed on 31 July 2018)</p> <ul style="list-style-type: none"> • Advise Pumpkin Lab on ways to enhance innovation in the social service sector vis-à-vis other efforts by Sector Manpower and SS2016 Office • Provide the means to scale innovative solutions through participating in pilots and the provision of resource support • Serve as the Voluntary Welfare Organisations-Charities Fund-Innovation & Productivity Grant (VCF-IPG) resource panel

S/N	Item	Item Details	Remarks / Supporting Documents
			<p>Terms of Reference – Tech-With-A-Heart Advisory Panel (closed on 31 December 2017)</p> <ul style="list-style-type: none"> • Advise and provide direction on the provision of cloud-based IT shared services solution for the social service sector. • Demand Panel: crystalise requirements from users’ perspective for the shared services platform • Supply Panel: Advise project workgroup to formulate TWAH’s product offerings • Business Panel: Advise project workgroup on financial model to ensure long-term sustainability. <p>Terms of Reference – Disability Caregiver Support Centre (closed on 12 September 2017)</p> <ul style="list-style-type: none"> • To provide guidance on the types of services to be located at the centre to support caregivers of persons with disabilities (PWDs). • To endorse the decision matrix for assessing applications to ensure the services catered to the needs of caregivers of PWDs. • To guide and garner resources to support the development of the premises
		<p>Bonus Disclosure of frequency and attendance at Committee meetings</p>	<p>Frequency and attendance at the various Board Committee meetings are given here.</p>
4.	Disclosure of term limit for the Treasurer (or equivalent e.g. Finance Committee Chairman)	<p>Basic Maximum limit of 4 consecutive years or less</p>	<p>NCSS complies with the NCSS Act (CAP 195A) on the limits for Board terms which states that no person shall be appointed as Honorary Treasurer for more than 4 years. See extract as below:</p>

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	(Max = 3 points)		Sect 5 – Board of Council (4) The Honorary General Secretary and the Honorary Treasurer shall each hold office for such term not exceeding 2 years as the President thinks fit and shall be eligible for reappointment, except that no person shall be appointed to hold office as Honorary Treasurer for more than 2 consecutive terms.
B. Strategic Direction and Programme Management (Max = 15 points)			
5.	Disclosure of Strategic Direction (Max = 5 points)	Basic 1. Objects/ Mission 2. Vision Beyond Basic 3. Strategy/ Strategic Thrusts 4. Core Values	The NCSS Mission and Purpose (Vision) can be found on Pg 1 of NCSS FY17 Annual Report and the NCSS Website . NCSS's three Strategic Thrusts are listed on the NCSS Website The NCSS Core Values of Passion, Impact, Collaboration and Courage can be found on Pg 1 of NCSS FY17 Annual Report and the NCSS Website

S/N	Item	Item Details	Remarks / Supporting Documents
6.	Disclosure of Programmes, Activities and Services <i>(Max = 5 points)</i>	Basic General information about programmes, activities and services	<p>General information of NCSS/ ComChest/ SSI programmes, activities and services can be found in the NCSS Annual Report and their respective websites.</p> <p>In particular NCSS Social Services can be found here on the NCSS website and SSI training programmes can be found here on the SSI website. ComChest fundraising events can be found here on the ComChest website.</p> <p>NCSS, ComChest and SSI also update their Facebook pages regularly.</p>

S/N	Item	Item Details	Remarks / Supporting Documents
		<p>Beyond Basic Up-to-date and/or detailed information on programmes, activities and services (e.g. regular update on website, Facebook)</p>	
7.	Disclosure of Outcomes/ Effectiveness of Programmes and Services	<p>Basic Disclosure of basic statistics about the beneficiaries</p>	<p>NCSS provides statistics and detailed commentary on the outcome and effectiveness of our programmes through our Annual Report on a yearly basis. For example for FY17, the fund amounts to support</p>

S/N	Item	Item Details	Remarks / Supporting Documents
	<i>(Max = 5 points)</i>	Beyond Basic Analysis and commentary on the effectiveness of the programmes and services, with detailed statistics provided.	improving the lives of those in need and the outcomes can be found in Pg 6 of the Annual Report, NCSS membership numbers, member benefits and SSI training places can be found on Pg 7 of the Annual Report.
C. HR Management (Max = 8 points)			
<i>Does staff receive remuneration? If no, skip Q9/Q9b and exclude 5 points from the base score.</i>			
8.	For Medium and Large Charities and/or IPCs Disclosure of how staff performance is reviewed and assessed <i>(Max = 3 points)</i>	Yes	<p>At the beginning of the appraisal year, goals are jointly set by staff and their supervisors (usually Head of Teams) on the key results to be achieved by the end of the appraisal year. The individual goals are aligned to the team, Group and overall NCSS goals. There is an opportunity during the mid-year review to re-assess the goals and monitor the progress.</p> <p>The year-end review commences with individual self-assessment of goals and key behaviours, before a discussion takes place between the supervisor and staff. The supervisor seeks inputs from other colleagues, Heads of Teams, Deputy Directors and the Counter-Signing Officer (usually the Director or Group Director) on the performance of each staff.</p> <p>Each Group conducts a calibration session to obtain multi-source feedback on each staff and to assess the relative performance of the staff within their Group. A corporate-wide calibration exercise then takes place to ensure that performance assessment is considered from an organisation perspective and for consistent</p>

S/N	Item	Item Details	Remarks / Supporting Documents
			<p>standards of performance assessment across Groups. The performance assessment for each staff is confirmed after the calibration sessions.</p> <p>For Senior Management, the views of the Board members are sought and the overall performance assessment for each Director is approved by the Executive Committee.</p>
9.	<p>For Medium and Large Charities and/ or IPCs Disclosure of annual remuneration of 3 highest paid staff who each receives more than \$100,000, in bands of \$100,000 (Max = 5 points)</p>	<p>Basic Discloses the annual remuneration of 3 highest paid staff who each receives more than \$100,000, in bands of \$100,000</p> <p>Beyond Basic Disclose exact annual remuneration of 3 highest paid staff who each receives more than \$100,000</p>	<p>The annual remuneration of the three highest paid staff can be found in Pg 40 of NCSS FY17 Annual Report.</p> <p>No disclosure.</p>
9b.	<p>For Small Charities and/ or IPCs Disclosure of annual remuneration of 3 highest paid staff who each receives more than \$100,000, in bands of \$100,000 (Max = 5 points)</p>	<p>Basic Discloses the number of staff who each receives more than \$100,000</p> <p>Beyond Basic Discloses the annual remuneration of 3 highest paid staff who each receives more than \$100,000, in bands of \$100,000 (or narrower bands)</p>	<p>Not applicable.</p> <p>Not applicable.</p>

S/N	Item	Item Details	Remarks / Supporting Documents
D. Management of Conflict of Interests (Max = 20 points)			
<i>Do board members receive remuneration (as indicated in Q10)? If no, skip Q11 and exclude 5 points from the base score.</i>			
10.	<p>For Medium and Large Charities and / or IPCs Disclosure of exact remuneration and benefits received by each Board member (if the governing instrument permits remuneration)</p> <p>OR</p> <p>Disclosure of the fact that its governing instrument does not permit remuneration / Disclosure</p>	<p>Not applicable.</p> <hr/> <p>Yes</p>	<p>NCSS Board Members do not receive remuneration. This is also stated in Pg 39 of NCSS FY17 Annual Report.</p>

S/N	Item	Item Details	Remarks / Supporting Documents
10b.	<p>For Small Charities and / or IPCs Disclosure of remuneration and benefits received by each Board member (if the governing instrument permits remuneration)</p> <p>OR</p> <p>Disclosure of the fact that its governing instrument does not permit remuneration / Disclosure of the fact that board members do not receive remuneration</p> <p>(Max = 5 points)</p>	<p>Basic Discloses remuneration and benefits received by each Board member, in band</p> <hr/> <p>Beyond Basic Discloses exact remuneration and benefits received by each Board member</p>	<p>Not applicable.</p> <hr/> <p>Not applicable.</p>
11.	Disclosure of how remuneration of board members is set (if the governing instrument allows the board to be remunerated)	Not applicable.	Not applicable, as NCSS Board Members do not receive remuneration.

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			<p>The remuneration package for the selected candidate for CEO position is endorsed by the EXCO, and the Letter of Appointment will be signed by President, NCSS. The CEO will be appraised on his work performance by the President, NCSS, in consultation with the Vice Presidents, at the end of his probation period of six months and subsequently in February/March each year for the annual performance appraisal.</p> <p>The remuneration of staff that are seconded from other public sector agencies or schemes of service will be determined by the parent agency of the staff.</p>
D. Management of Conflict of Interests (Max = 20 points)			
13.	<p>Disclosure of policy for managing conflict of interest</p> <p>(Max = 5 points)</p>	<p>Required Disclosure</p> <ol style="list-style-type: none"> 1. Documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board on a regular basis and when the need arises 	<p><u>Board Members</u></p> <p>Board members are required to declare their actual or potential conflict of interest before the start of every Board term and on an annual basis. The conflict of Interest forms for Board Members have been revised by NCSS Internal Audit Unit to add clarity and transparency. In addition, they are also requested to declare any new actual or potential conflict of interests as and when the need arises.</p> <p><u>Staff</u></p> <p>At the point of hire, staff are required to declare any actual or potential conflicts of interest. Staff are required to declare any actual or potential conflicts of interest yearly through the online HRIS or to HR as and when the conflict of interest arises.</p>

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			<p>Some examples of conflict of interest include:</p> <p>a) Staff taking part in the evaluation and selection of a contractor/ vendor/ event company, etc from a number of bidders or interested parties one of which is operated by his/her spouse, family, relatives or personal friends or in a company that he/she has a financial interest.</p> <p>b) Staff accepting gifts or entertainment from a contractor/vendor/event company, etc who has dealings with NCSS.</p> <p>c) Staff selecting candidate or deciding on candidate who is a spouse, family member or relative.</p> <p>d) Staff who has a significant (family member, relative) or romantic relationship with Reporting Officer.</p> <p>Besides the conflict of interest, staff are required to declare annually their interest in any business interest, non-indebtedness, purchase of property and purchase of shares.</p>
		<p>1. Special procedures to deal with the conflict of interest when Board members have any interest in business transactions or contract that the charity may enter into, any interest in other organisations that the charity has dealings with or is considering entering into joint ventures, any interest as the charity's suppliers, clients,</p>	<p>The procedures to handle conflict of interests are stated in the NCSS Act (CAP 195A) Sect 7 – Disclosure of Interest.</p> <p>In addition, the procedures are stated in the Board Kit provided to Board members. Specifically:</p> <p>A Board member who is interested in a relevant matter</p> <p>a) must not vote or take part in any discussion or decision of the matter, or otherwise participate in any</p>

S/N	Item	Item Details	Remarks / Supporting Documents
		beneficiaries, staff.	activity of the NCSS that relates to the matter; b) must withdraw from any meeting during the consideration or discussion relating to the matter if the President at the meeting so requests; c) must not sign any document relating to the entry into a transaction or the initiation of the matter; and d) is to be disregarded for the purpose of forming a quorum for that part of the meeting during which a discussion or decision relating to the matter occurs or is made.
E. Financial Management and Internal Control (Max = 27 points)			
14.	Disclosure of internal control systems for financial matters in key areas (e.g. procurement, payment, receipting and budget planning) (Max = 6 points)	Basic 1. Discloses that documented procedures are in place for financial matters in key areas (e.g. procurement, payment, receipting and budget planning) Beyond Basic 2. Discloses that reviews are conducted on the charity's controls, processes etc. Bonus Disclosure of Board opinion of internal controls	NCSS has standard operating procedures, training slides, forms and templates on all key areas provided by finance team. These are published in NCSS intranet and accessible by all staff. All areas of operations and finance are subject to internal and external audit as well as special audit from Tote Board. Not available.
E. Financial Management and Internal Control (Max = 27 points)			

S/N	Item	Item Details	Remarks / Supporting Documents
15.	<p>Disclosure of policy for making loans</p> <p>OR</p> <p>Disclosure of the fact that it does not make loans</p> <p>(Max = 3 points)</p>	<p>Required Disclosure</p> <p>1. Conditions for making loans</p> <hr/> <p>2. Approval authority</p> <hr/> <p>3. Disclosure requirements for the loans made</p> <hr/> <p>4. Indication that loans are made to related parties.</p>	<p>NCSS does not make loans.</p>
E. Financial Management and Internal Control (Max = 27 points)			
16.	<p>Disclosure of policy for making donations to external parties (e.g. another charity or charitable cause)</p> <p>OR</p> <p>Disclosure of the fact that it does not make donations to external parties</p> <p>(Max = 3 points)</p>	<p>Not applicable</p>	<p>NCSS administers and allocates a range of funding and resources to social service organisations. The centralised fund allocation at NCSS enables better optimising of key resources to support social service organisations in needed services and projects.</p> <p>Funds administered by NCSS include the Community Chest Fund, Tote Board Social Service Fund, VWOs-Charities Capability Fund and the Ministry of Education (MOE) Special Education Grant.</p> <p>More information on the types of funds administered by NCSS can be found here.</p> <p>NCSS does not make donations from any of these funds. Should NCSS foresee the likelihood of such donations in the near future, NCSS will introduce a policy on donations prior to such administration.</p>

S/N	Item	Item Details	Remarks / Supporting Documents
<p><i>Does the charity have more than one year's reserves? If no, skip Q17 to Q19, and exclude 15 points from the base score.</i></p>			
17.	Disclosure of reserves position and policy (Max = 5 points)	Basic 1. Level and Purpose of Reserves	Please see Note 12, Pg 66 of NCSS FY17 Annual Report . The General Fund is for purpose of meeting operating expenses and does not exceed 2 years of operating expenses.
		2. Level and Purposes of Designated Funds	Please see Note 13, Pg 66 of NCSS FY17 Annual Report . The ComChest Fund is to fund programmes of the Council's members. Surplus is transferred from General Fund to ComChest Fund.
		3. When the Designated Funds are likely to be used	Designated funds are used upon approval by Board or Exco for General Fund and upon approval by Services Committee for ComChest Fund.
		Beyond Basic 4. Reserves Ratio	The Reserves Ratio for FY17 is 1.66 based on definition of unrestricted reserves to annual operating expenditure.
<p><i>Does the charity have restricted and endowment funds? If no, skip Q18, and exclude 5 points from the base score.</i></p>			
18.	Disclosure of the purpose, amount and planned timing of use for restricted funds (including endowment funds) (Max = 5 points)	Required Disclosure 1. Purpose and Amount of funds	This is stated as Notes 11, 12, 13 on Pg 66 of NCSS FY17 Annual Report .
		2. Planned timing of use	<p>The use of General Fund for operating expenses of NCSS is approved by the Board or EXCO during the course of the year.</p> <p>The use of ComChest Fund to fund programmes of the Council's members is approved by NCSS Services Committee during the year.</p>

S/N	Item	Item Details	Remarks / Supporting Documents
<p>&Does the charity have reserves that are invested? If no, skip Q19, and exclude 5 points from the base score.</p>			
19.	Disclosure of investment policy if the charity invests its reserves (Max = 5 points)	Basic 1. Approving Authority	All investments are approved by the Investment Committee.
		2. Type of financial Instruments approved by the Board	The financial instruments include bonds and equities.
		Beyond Basic 3. Guiding principles (e.g. to generate returns while protecting capital, statutory compliance)	Please refer to Note 22, Pg 71-73 of the NCSS FY17 Annual Report .
<p>F. Conduct of Fundraising Activities (Max = 10 points)</p> <p>Does the charity conduct fundraising activities? If no, skip Q20 and Q21, and exclude 10 points from the base score.</p>			
20.	Disclosure of information about past fundraising activities (Max = 5 points)	Basic 1. List of fundraising activities conducted (Date & Location)	This is given in Community Chest's website under " Campaigns and Events ".
		2. Total gross receipts from the fundraising activities	This is given in Pg 47 of FY17 Annual Report.
		3. Total expenses incurred in the fundraising activities	This is given in Pg 47 of FY17 Annual Report.
		4. Purpose for which the funds have been used/ will be used	This is given in Pg 77-85 of FY17 Annual Report.

S/N	Item	Item Details	Remarks / Supporting Documents
		5. Use of commercial fundraisers (if any)	Not applicable. NCSS does not use any commercial fundraisers.
		Beyond Basic 6. Fundraising efficiency ratio	This info can be derived from total expenses incurred and total gross receipts from fundraising activities in the Statement of Income and Expenditure on Pg 47 of NCSS FY17 Annual Report. The fund-raising efficiency ratio in FY17 was 13.6%. Community Chest usually keeps its fund-raising cost to 16%, or less, of the total funds raised – significantly lower than the 30% guideline set by the Charities Unit.
		7. Rationale behind the use of commercial fundraisers (if applicable)	Not applicable. NCSS does not use any commercial fundraisers.
		8. Fee arrangements with commercial fundraisers (if applicable)	Not applicable. NCSS does not use any commercial fundraisers.
F. Conduct of Fundraising Activities (Max = 10 points)			
Does the charity have any on-going fundraising activities during reference period? If no, exclude 5 points from the base score.			
21.	Disclosure of information about on-going fundraising activities on charity's official website and / or Facebook page (Max = 5 points)	Required Disclosure 1. Date and location of fundraising activity / activities 2. Fundraising Target	This is given in Community Chest's website under " Ways to Give ." Community Chest's fundraising target for FY18 is \$53.1m.

S/N	Item	Item Details	Remarks / Supporting Documents
		3. Purpose for which the funds will be used	This is given in Community Chest's website under " Causes We Support ".
G. Auditor / Independent Examiner's Report (Max = 5 points)			
22.	<p>Disclosure of financial statements which include:</p> <ul style="list-style-type: none"> • auditors' / independent examiners' opinion on whether the financial statements are properly drawn up in accordance with the relevant provisions; and • report on other legal and regulatory requirements <p>(Max = 5 points)</p>	The auditor expressed an unqualified opinion in the report	Yes. Please see Pg 42 to 44 of the NCSS FY17 Annual Report.
H. Timeliness of Disclosure (Max = 3 points)			
23.	<p>Annual returns (i.e. annual reports, financial statements and Governance Evaluation Checklists) are submitted to the office of Commissioner of Charities and disclosed on Charity Portal within 6 months from the end of the financial year</p> <p>(Max = 3 points)</p>	Timely Submission (Within 6 months)	Yes. Deadline complied with for NCSS Charitable Fund. The NCSS FY17 Annual Report was presented to Parliament on 14 August 2018 and was approved for release on 15 August 2018.