

## Town Council Corporate Governance Compliance Checklist

Principles	Specific Regulatory Compliance	Compliance <sup>1</sup>	Explanation <sup>2</sup>
<b>1.0 Town Council's Governance</b>			
<b>1.10 Council's Roles &amp; Duties</b>			
1.11	The Council conducts meetings with sufficient quorum and keeps minutes of the meetings.	TCs Act S26, S27 & 29	Comply
1.12	The Council pays allowances to members as prescribed.	TCs Act S16	Comply
1.13	At least one third of members in appointed committees are members of the Town Council, one of whom is the chairman of the committee.	TCs Act S31(2)	Comply
1.14	The Council has discharged its duties as mandated.	TCs Act S21	Comply
1.15	Delegation of powers, functions or duties are in accordance with the Act and TCFR	TCs Act S32 and TCFR 34	Comply
<b>2.0 Conflict of Interest</b>			
<b>2.10 Related Party Transaction</b>			
2.11	There are documented procedures for members, paid staff or managing agent to declare actual or potential conflicts of interest to the TC.	TCs Act S15 (1), (2) & TCFR Rule 73, 74 & 76	Comply
2.12	Council members with interest in a transaction or project do not vote or participate in the discussion on the matter.	TCs Act S15 (1), (2)	Comply
<b>3.0 Accountability &amp; Audit</b>			
<b>3.10 Finance/Accounts/Investments/Tenders</b>			
3.11	The Council keeps proper accounts and records, in accordance with the Act and the Singapore Financial Reporting Standards and International Accounting Standards.	TCs Act S35, S36(1), and MND annual circular on appointment of auditors	Comply

<sup>1</sup> Town Council to state: Comply, In Progress, Do not Comply, Not Applicable

<sup>2</sup> TCs should provide an explanation if the item's compliance is stated as: In progress, Do not comply, or Not Applicable.

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3.12	The accounts of the Town Council are audited by an auditor appointed by the Minister.	TCs Act S38(1)	Comply	
3.13	Receipt of moneys is paid into the appropriate Town Council Funds and disbursements are made in accordance to the provisions of the Act	TCs Act S33	Comply *	
3.14	The amount of S&CC and Government grant credited into the sinking funds satisfies the minimum prescribed amount.	TCs Act S33(5) TCFR Rule 4(2)	Comply	
3.15	The investment of funds that are not required by Town Council for immediate use follows the provisions of the Town Council Financial Rules.	TCFR Rule 89	Comply	
3.16	The Auditor has ascertained that the TC's investments in non-government securities are capped at 35% of Total Funds available for investment as at end of FY.	TCFR Rule 89(1)(b) and First Schedule	Comply.	
3.17	Procurement processes, such as quotations, tenders, award of tenders, including waivers are in accordance with the Town Council Financial Rules.	TCFR Rule 73 &74	Comply	
<b>4.0</b>	<b>Compliance by Managing Agents</b>			
4.1	Managing agents' involvement in the tender process, if any, does not contradict the Town Council Financial Rules.	TCFR Rule 76	Comply	
4.2	Tenders drafted by the managing agent do not give preference to any tenderer.	TCFR Rule 76 (1)(a)	Comply	
4.3	The managing agent has declared its interest before the close of tender to the Town Council for any submission of tender in response to the invitation of tender by the Town Council.	TCFR Rule 76 (3)(a)	Comply	

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4.4	The managing agent does not participate in the evaluation of tenders where it has submitted its tender.	TCFR Rule 76 (3) (d)	Comply	
<b>5.0</b>	<b>Transparency &amp; Disclosure</b>			
5.1	Town Council's annual report is prepared and displayed for public inspection.	TCs Act S38 (11)	Comply	
5.2	Town Council's estimates of its revenue & expenditure for next financial year are prepared and displayed for public inspection.	TCs Act S37	Comply	

\* There was an observation that expenditure for some routine repair and improvement works that were carried out in tandem with Repair and Redecoration ( R & R) projects were incorrectly captured in the sinking fund account. These transactions were rectified in the same financial year.

The **Tampines Town Council** agrees to grant the Ministry of National Development the permission to make this self-disclosed checklist on regulatory compliance available for public viewing.

Submitted by:



**Masagos Zulkifli**  
**Chairman, Tampines Town Council**  
 Date: 29 August 2012