

**Town Council Corporate Governance Compliance Checklist for
Financial Year Ended 31 March 2018**

| | Principles | Specific Regulatory Compliance | Compliance | Explanation * |
|------------|---|---|------------|---------------|
| 1.0 | Structure, Roles and Duties | | | |
| 1.1 | The Town Council (TC) conducts meetings with sufficient quorum and keeps minutes of the meetings in accordance with the TC's standing orders. | TCs Act S25, S26, S27 & S29 | Comply | |
| 1.2 | The allowances paid to TC Chairman, Vice-Chairmen and members of the TC do not exceed the amount as prescribed. | TCs Act S16 TCs (Governance) Rules 2017 R5, Third Schedule | Comply | |
| 1.3 | At least one third of members in appointed committees are members of the TC, one of whom is the chairperson of the committee. | TCs Act S31(3) | Comply | |
| 1.4 | Each TC committee member is given only one vote at committee meetings. The committee chairperson is given a casting vote. | TCs Act S31(6) & S31(7) | Comply | |
| 1.5 | The TC has discharged its duties as mandated. | TCs Act S21 | Comply | |
| 1.6 | The TC's delegation of its powers, functions or duties to members of the TC, TC committees or committee members, TC employees and Managing Agent (MA) is in accordance with the TCs Act and Town Councils Financial Rules (TCFR). | TCs Act S32 TCFR R34 | Comply | |

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| 1.7 | The TC ensures that the appointed members of the TC, Secretary, relevant key officers and committee members are not disqualified from holding office under the requirements of the TCs Act. | TCs Act S14(8), S20(1A), S20(3) & S31(4) | Comply | |
| 2.0 | Conflict of Interest | | | |
| 2.1 | <p>The TC ensures that the procedures to disclose conflict of interest are in accordance with the requirements under the TCs Act and Rules.</p> <p>The TC Secretary records every conflict of interest disclosure made by members of the TC in a register of interests, which is kept and maintained in the form prescribed in the Rules.</p> | <p>TCs Act S15(1), S15(2) & S15A</p> <p>TCFR R73(15), R74(19A) & R76(3)(a)</p> <p>TCs (Governance) Rules 2017 R4, Second Schedule</p> | Comply | |
| 2.2 | When there is a disclosure of conflict of interest by members of the TC, the TC Secretary informs and updates the member presiding at the meeting where the issue arises or is about to arise. | TCs Act S15(2)(b) | Comply | |
| 2.3 | Members of the TC who have a conflict of interest in a matter recuse themselves from decision-making in the manner as prescribed in the TCs Act. | TCs Act S15(3) | Comply | |

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| 2.4 | The TC ensures that the TC Secretary, employee, staff, MA and committee member who have a conflict of interest in a matter do not exercise the power, function or duty conferred on them in the matter, unless approval is granted and documented by the TC. | TCs Act S15A(2)(a) | Comply | |
| 3.0 | Accountability & Audit | | | |
| 3.1 | The TC keeps proper accounts and records of transactions and affairs of the TC, in accordance with the TCs Act and the Singapore Financial Reporting Standards. | TCs Act S35, S36(1) MND annual circular on appointment of auditors | Comply | |
| 3.2 | The accounts of the TC are audited by AGO or an auditor appointed by the TC with approval by the Minister. | TCs Act S38(1) | Comply | |
| 3.3 | All moneys received are paid into and disbursements paid out from the appropriate Funds, according to the TCs Act and Rules. The amount of S&CC and Government grant credited into the Ordinary Sinking Fund and Lift Replacement Fund fulfil the minimum requirement prescribed in the TCs Act and Rules. | TCs Act S33 TCFR R4(2) TCs (Disbursement of Moneys from Sinking Fund) Rules TCs (Minimum Contributions to Sinking Funds) Financial Rules 2017 | Comply | |

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| 3.4 | The TC shall maintain separate bank accounts for the Operating Fund, Ordinary Sinking Fund and Lift Replacement Fund; and make quarterly transfers attributable to the Ordinary Sinking Fund and Lift Replacement Fund bank accounts for S&CC, grants-in-aid and interest, in a timely manner. | TCFR R4(2A) & R4(2B) TCs (Minimum Contributions to Sinking Funds) Financial Rules 2017 | Does not comply | Refer to attached document |
| 3.5 | The TC ensures that any transfer of surplus between the Operating Fund, Sinking Fund and Lift Replacement Fund is in accordance with the TCs Act and the TCFR. | TCs Act S33(9) & S43(1)(i) TCFR R11A | Comply | |
| 3.6 | The investment of funds that are not required by the TC for immediate use follows the provisions of the TCFR. For the investment of funds, the TC ensures that, other than the securities issued by Singapore Government, Statutory Boards or securities guaranteed by Singapore Government, all other types of securities, stocks or funds (including structured deposits) are capped at 35% of total funds available for investment based on the latest audited accounts at the end of financial year (FY). | TCFR R89 First Schedule of TCFR | Comply | |
| 3.7 | The TC does not carry out substantial trading or financial activities other than the activities permitted under the TCs Act. | TCs Act S19(4) | Comply | |

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| 3.8 | The TC does not impose charges for the use of common property not prescribed in the relevant Rule. | TCs Act S19(1)(c) TCs (Use of Common Property) Rules 2005 | Comply | |
| 3.9 | The TC ensures the processes for procurement, including but not limited to quotations, tenders, award of tenders and waivers of competition are in accordance with the TCFR. | TCFR R73, R74, R75 & R77 to R82 | Comply | |
| 4.0 Compliance by Managing Agents (MA) | | | | |
| 4.1 | MAs' involvement in the tender process, if any, does not contradict the TCFR. | TCFR R76 | Comply | |
| 4.2 | If the MA drafts the tender specifications, the TC ensures that: (a) The tender specifications are approved by a Tender Committee comprising members of the TC; and (b) The tender specifications do not give preference to any tenderer, and the MA makes a declaration as such. | TCFR R76(1) | Comply | |

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| 4.3 | <p>Should the MA be allowed to participate in the tender, the TC ensures that:</p> <p>(a) The MA declares its interest to participate before the closing date of the tender to the TC, Chairman or committee appointed for the purpose of the tender;</p> <p>(b) The Tender Opening Committee for the said tender does not comprise any officer or employee of the MA;</p> <p>(c) The Witnessing Officer of the Tender Opening Committee for the said tender is a member of the TC; and</p> <p>(d) The MA does not participate in the evaluation of tenders in response to the invitation.</p> | TCFR R76(3) | Comply | |
| 5:0 | Transparency & Disclosure | | | |
| 5.1 | The TC displays for public inspection, and publishes at an online location accessible to residents, a copy of its audited accounts and financial statements, and a copy of the auditor's report, within 30 days after they are presented to Parliament. | TCs Act S38(13A) | Comply | |

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| 5.2 | The TC prepares the estimates of revenue and expenditure for the next FY and displays it for public inspection at least one month before the end of the current FY. | TCs Act S37 | Comply | |
| 5.3 | The TC publishes its approved annual estimates in the Gazette not later than 3 months after the commencement of the FY. | TCFR R9 | Comply | |

The 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:

Name of Town Council: TAMPINES TOWN COUNCIL

Name of Chairman: BAEY YAM KENG

Signature: 

Date: 31/08/2018

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The finance team is fully aware of the principles and requirements governing the quarterly transfers to the Sinking Fund. The mechanics (i.e. data sources for extraction, computation format and formula) associated with the determining of the minimum sum to transfer for each quarter were in place throughout. The error in the Jul-Sep 17's quarterly sum computed was due to the extracting of data from the wrong field in the system-generated report for one of the inputs to the computation worksheet.

The error was discovered when computation of the next quarter's (i.e. quarter ending 31 December 2017) transfer sum was being performed. As such, the error was immediately rectified by way of adjustment through the October-December 2017 quarter's transfer computation. We have reviewed the matter with the external auditor and they are satisfied that the said error was not intentional and hence not malicious.

To improve our controls over the risk of manual input errors in the computation of quarter transfers, management has implemented the following:

- New spreadsheet template with embedded formulas that only require staff to enter data from specified source into the corresponding cells;
- The Finance Manager shall verify all figures entered in the computation template against supporting system-generated reports;