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## Policy Type: Board-Executive Director Relationship

### Policy Name: Executive Director Evaluation<sup>1</sup>

The Executive Director is entitled to a formal evaluation of his/her performance by the Board of Directors on a regular basis. The evaluation shall be part of the board's governance work and may be initiated at any time by the board or at the request of the executive director. The evaluation will be carried out by a committee of the Board who shall focus only on the criteria below and who shall receive, inquire into and review the evidence, inform the board of its findings and make recommendations to the board if any are required.

#### Evaluation Criteria

The Executive Director performance shall be evaluated on the basis of the following criteria:

- 1. Accomplishment of the organization's mission, objectives and strategic results for which the Executive Director is responsible.<sup>2</sup>**
- 2. Adherence to operational policies approved by the board.<sup>3</sup>**
- 3. Insuring that the board is well informed on issues affecting the continuing relevance of the mission and the performance and reputation of the Society**

#### Evidence of Performance

The Board and Executive Director will agree in advance on how information on the above criteria will be collected and provided. The means of gathering this information or demonstrating accomplishment will include:

- 1. Reports from the Executive Director on progress towards the mission and objectives of the organization and current strategic goals.**
  - The Executive Director's regular reports to the Board will be included.
  - The Board and Executive Director will agree in advance on the specific performance indicators, which will include:
    - Changes in the community to which the organization has contributed
    - Improvements in lives of clients or consumers
    - Improvements in public policies
    - Internal organizational improvements (e.g. increased capacity)
- 2. Monitoring reports from the Executive Director on the implementation of, and adherence to, operational policies.<sup>4</sup>**
  - These reports will be formally requested by the board.
  - The board will select two or three specific policies it is interested in examining in each evaluation period

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#### Introduction

This report will summarize the key activities of the PTSA from April 2016 – August 2016, will include comment on the current academic term (and will be submitted to Schools' Forum December 2016 as required). The report will highlight achievements, evidence impact, report on finances, report on each strand, identify areas for development and how the PTSA can improve its service. Matters for approval presented (section 2), and key questions for the PTSA Strategic Board will be presented within the strand updates.

#### 1. Current General Update and Significant Issues

The PTSA continues to have a positive impact on school improvement across the city of Plymouth.

9 from 11 schools supported by PTSA (that the Local Authority has provided data for page 13) can demonstrate a positive impact on data (EYFSP and Phonics). 6 from 8 schools inspected have improved their Ofsted grading to good or better (this is evidenced in section 5b and appendix 1 of this report).

While there is a misconception that the PTSA serves only Primary schools, we now have 4 secondary schools being supported through S25 (with one that can now evidence positive impact), with 17 secondary Pupil Referral Units accessible for support.

The S25 process is continually being refined. The Director is of the view that the process of scoping, planning and intervention can be developed further. This has been approved by the Operational Board and plans are in place for a team of people to design and deliver new training material. Teaching Schools are integral to the Government's plans for school improvement and will be held to account for

### Executive Reports for Major Projects

#### Objective:

Develop standard templates and reports for executive reporting for Major Project Stakeholders. Additionally, each report should have a description of its intended use, frequency and audience. This document is a guide to fulfill the communication needs of any major project and will be revised and updated as communication needs are identified. A few of the benefits for utilizing these standard reporting formats include:

- Consistency** – many times the same person may sit on different Executive Committees. Viewing the same report formats for each different committee makes disseminating information easier and more efficient.
- Efficient Identification of Critical Issues** - color coding status and risk assists in promptly identifying vital issues.
- Simplification** - committee members become familiar with standard formats resulting in more productive use of time.

#### Definition:

Our definition of a major project is "a project that crosses organizational boundaries or significantly changes the way business is conducted in an organization". While the majority of major projects involve the implementation of new technology, there is also involvement with projects where current business processes are being reengineered or optimized in preparation for new technology.

#### Summary:

The standard reports for any major project are identified in this document. These reports include topics that will be accompanied by appropriate documentation. The Appendices contain the report templates, instructions and samples. Information from these reports will eventually lead to a comprehensive post implementation review and/or an Executive Stakeholder/Business Owner Summary Report.

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#### INDEPENDENT AUDITOR'S REPORT

To the members of Australia Business Arts Foundation Limited

#### Opinion

In my opinion, the financial report of Australia Business Arts Foundation Limited (the Company) for the year ended 30 June 2019 is in accordance with the Corporations Act 2001 and Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- giving a true and fair view of the Company's financial position as at 30 June 2019 and of its performance for the year then ended; and
- complying with Australian Accounting Standards – Reduced Disclosure Requirements and the Corporations Regulations 2001 and Division 60 of the Australian Charities and Not-for-profits Commission Regulations 2012.

The financial report of the Company, which I have audited, comprises the following statements as at 30 June 2019 and for the year then ended:

- Directors' Declaration;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Statement of Cash Flows; and
- Notes to and Forming Part of the Financial Report, comprising a Summary of Significant Accounting Policies and other explanatory information.

#### Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the Company in accordance with the Corporations Act 2001 and the relevant ethical requirements for financial report audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) to the extent that they are not in conflict with the Auditor-General Act 1997. I have also fulfilled my other responsibilities in accordance with the Code.

I confirm that the independence declaration required by the Corporations Act 2001 and section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012, which has been given to the directors of the Company, would be in the same terms if given to the directors as at the time of this auditor's report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Draft Director's Report: Small Company All Companies registered in India are required to conduct an Annual General Meeting and file the Company's Annual General Meeting, the Board of Directors of the Company are required to present the Directors Report to the shareholders along with audited financial statements and Auditor's report. In this article, we look at a Director's Report in the format that is acceptable under Companies Act, 2013. DIRECTORS' REPORT To The Members PRIVATE LIMITED Your Directors have pleasure in presenting this Annual Report together with the Audited Statement of Accounts of your Company for the year ended 31st March, 2021. 1. FINANCIAL RESULTS The Financial Results of the Company during the Financial Year ended on 31st March, 2021 are as under: (In Rs.) PARTICULARS Current Year 2020-21 Previous Year 2019-20 Revenue from Operations (Net) Other Income Total Revenue Less: Expenses Profit before exceptional and extraordinary items and tax Exceptional Items Profit before extra ordinary items and tax Extraordinary items Profit before tax Less: Tax Expense Profit (Loss) For The Period 2. STATE OF THE COMPANY'S AFFAIRS 1. The Company is engaged in the business of \_\_\_\_\_. There has been no change in the business of the Company during the financial year ended 31st March, 2021. 2. There has been no change in the business of the Company during the financial year ended 31st March, 2021. The highlights of the Company's performance are as under:- Revenue from operations increased by \_\_\_\_\_ from Rs. \_\_\_\_\_ lacs to Rs. \_\_\_\_\_ lacs. Net Profit for the year increased by \_\_\_\_\_% from Rs. \_\_\_\_\_ lacs to Rs. \_\_\_\_\_ lacs. Earnings per share have increased by \_\_\_\_\_% from Rs. \_\_\_\_\_ to Rs. \_\_\_\_\_. The increase in revenue, net profit and EPS as mentioned above is accredited to increase in turnover in comparison to the last financial year. 3. DIVIDEND The Board of Directors does not recommend any Dividend for the Financial Year 2020-21. 4 DETAILS IN RESPECT OF FRAUDS REPORTED BY AUDITORS UNDER SUB SECTION(12) OF SECTION 143 OTHER THAN THOSE REPORTABLE TO THE CENTRAL GOVERNMENT No material fraud by the company or on the company by its officers or employees has been noticed or reported during the course of audit. 5. TRANSFER TO RESERVES During the year under review, the Company has profit Rs. \_\_\_\_\_. The amount has been transferred to Reserves and Surplus. 6. SHARE CAPITAL The Paid-up Equity Share Capital as on 31st March, 2021 was \_\_\_\_\_. 7. FINANCE Cash and cash equivalents as at 31st March, 2021 was \_\_\_\_\_. The Company continues to focus on judicious management of its working capital. 8. DEPOSITS No Deposit has been accepted by the company during the Financial year under scrutiny. No Amount remained unpaid or unclaimed as at the end of the year. There has been no default in repayment of deposit or payment of interest thereon during the year. 9. WEB LINK OF ANNUAL RETURN, IF ANY The Company is having website i.e. \_\_\_\_\_ and annual return of Company has been published on such website. Link of the same is given below: OR The Company doesn't having any website. 10. MATERIAL CHANGES AND COMMITMENTS No material changes and commitments affecting the financial position of the Company occurred between the end of the financial year to which these financial statements relate and the date of this report. 11. PARTICULARS OF LOANS, GUARANTEES OR INVESTMENTS The Company has not made any investment, given guarantee and securities during the year under review. There for no need to comply provisions of section 186 of Companies Act, 2013. OR Details of Loans, Guarantees and Investments covered under the provisions of Section 186 of the Companies Act, 2013 are given in the notes to the Financial Statements. 12. DIRECTORS & KEY MANAGERIAL PERSONNEL The Board of Directors of the Company is duly constituted. None of the Directors is disqualified from being appointed as such under the provision of Section 164 of the Companies Act, 2013. Present Board Consist of below mentioned Directors: S. No. Name Designation Date of Appointment 1. 2. 3. There is no change in Board of Directors of the Company during the Financial Year 2020-21. 13. NUMBER OF MEETINGS OF THE BOARD OF DIRECTORS Seven Board Meetings were held during the Financial Year ended March 31, 2021 i.e. (Dates of Board Meetings). The maximum gap between any two Board Meetings was less than one Hundred and Twenty days. The names of members of the Board, their attendance at the Board Meetings are as under: Name of Directors Number of Meetings attended/ Total Meetings held during the F.Y. 20-21 Ms. (Name of Director) 1/7 Ms. (Name of Director) 7/7 Ms. (Name of Director) 6/7 14. BUSINESS RISK MANAGEMENT The Company does not have any Risk Management Policy, as the elements of risk threatening the Company's existence, is very minimal. 15. SUBSIDIARY/JOINT VENTURES/ASSOCIATE COMPANIES The Company has no Subsidiary/Joint Ventures/Associate Companies as on 31st March, 2021. As such the company is not required to consolidate its account with any other company. 16. STATUTORY AUDITORS their appointment, if made, would be as per the requirements specified under Section 141 of the Act and the Rules framed there under for reappointment as Auditors of the Company. The Notes on Accounts read with the Auditors' Reports are self-explanatory and therefore, do not call for any further comments or explanations. The Statutory Auditor's Report does not contain any qualification, reservation or adverse remark. 17. BOARD'S COMMENT ON THE AUDITORS' REPORT The observations of the Statutory Auditors, when read together with the relevant notes to the accounts and accounting policies are self explanatory and do not call for any further comment. 18. CONSERVATION OF ENERGY, TECHNOLOGY ABSORPTION AND FOREIGN EXCHANGE EARNINGS AND OUTGO The Details of conservation of energy, technology absorption, foreign exchange earnings and outgo are as follows: A) Conservation of Energy: The Company is using Electricity from the Electricity board. B) Technology absorption: The Company is using its own knowledge & Technology & There is no Technology absorption from outside. C) Foreign Exchange Earnings And Outgo There was no foreign inflow or outflow during the year under review. 19. INTERNAL CONTROL SYSTEM AND THEIR ADEQUACY The Company has adequate system of internal control to safeguard and protect from loss, unauthorized use or disposition of its assets. All the transactions are properly authorized, recorded and reported to the Management. The Company is following all the applicable Accounting Standards for properly maintaining the books of accounts and reporting Financial Statements. 20. CORPORATE SOCIAL RESPONSIBILITY INITIATIVES The provisions of Section 135 of the Act, with regard to Corporate Social Responsibility (CSR) are at present not applicable on the Company. 21. RELATED PARTY TRANSACTIONS All related party transactions that were entered into during the financial year ended 31st March, 2021 were on an arm's length basis and were in the ordinary course of business. Therefore, the provisions of Section 188 of the Companies Act, 2013 were not attracted. Further, there are no materially significant related party transactions during the year under review made by the Company with Promoters, Directors, or other designated persons which may have a potential conflict with the interest of the Company at large. Thus, disclosure in Form AOC-2 is not required. However, the disclosure of transactions with related party for the year, as per Accounting Standard -18 Related Party Disclosures is given in Note no 24 to the Balance Sheet as on 31st March, 2021. OR The particulars of contracts or arrangements with related parties referred to in sub section (1) of section 188 entered by the Company during the financial year ended 31st March, 2021 is annexed hereto as Annexure \_\_\_\_\_ in prescribed Form AOC-2 and forms part of this report. 22. DIRECTORS AND KEY MANAGERIAL PERSONNEL (KMP) There has been no change in the constitution of Board during the year under review i.e. the structure of the Board remains the same. In view of the applicable provisions of the Companies Act, 2013, the Company is not mandatorily required to appoint any whole time KMPs. (to disclose information pertaining to appointment and resignation of Director(s)/KMP(s), if any during the year under review) (to disclose resignation of the director(s), if any occurred between the end of the financial year to which this report relates and the date of this report) 23. COST RECORD The provision of Cost audit as per section 148 doesn't applicable on the Company. OR The provision of Cost audit as per section 148 applicable on the Company and company has maintained proper records and account of the same as required under the act. 24. SHARES a. BUY BACK OF SECURITIES The Company has not bought back any of its securities during the year under review. b. SWEAT EQUITY The Company has not issued any Sweat Equity Shares during the year under review. c. BONUS SHARES No Bonus Shares were issued during the year under review. d. EMPLOYEES STOCK OPTION PLAN The Company has not provided any Stock Option Scheme to the employees 25. SIGNIFICANT AND MATERIAL ORDERS PASSED BY THE REGULATORS OR COURTS No significant and material order has been passed by the regulators, courts, tribunals impacting the going concern status and Company's operations in future. 26. Material order passed by the regulators or court or tribunals The details of a significant material order passed by the Hon'ble High Court which may impact the going concern status of the Company and its future operations is provided in Annexure \_\_\_\_\_ and forms part of this report. 27. PARTICULARS OF EMPLOYEES The Company has no employee in respect of whom the statement under Section 197 of the Act is required to be furnished. 28. DIRECTORS' RESPONSIBILITY STATEMENT To the best of their knowledge and belief and according to the information and explanations obtained by them, your Directors make the following statements in terms of Section 134(3) (c) of the Act, that: (a) In the preparation of the Annual Accounts for the Financial Year ended 31st March, 2021, the applicable accounting standards had been followed along with proper explanation relating to material departures; (b) The Directors had selected such accounting policies and applied them consistently and made judgments and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the Company at the end of the Financial Year 2020-21 and of the Profit and Loss of the Company for that period; (c) The Directors have taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of the Companies Act for safeguarding the assets of the company and for preventing and detecting fraud and other irregularities; (d) The Directors have prepared the annual accounts on a going concern basis; (e) The Directors have laid down internal financial controls to be followed by the Company and that such internal financial controls are adequate and were operating effectively; and, (f) The Directors have devised proper systems to ensure compliance with the provisions of all applicable laws and that such systems were adequate and operating effectively. 29. ACKNOWLEDGEMENT The Directors acknowledge with appreciation, the co-operation and assistance received from the Government, Banks, Authorities and other Business Constituents and arcade during the year. The Directors wish to place on record their appreciation of the contribution made by employees, customers and suppliers for their continuous support given by them to the Company at all levels during the period under report. Your Board of Directors also takes this opportunity to convey their gratitude and sincere thanks for the co-operation & assistance received from the shareholders. The Board acknowledges your confidence and continued support and looks forward for the same in future as well. By the order of the Board of Directors For \_\_\_\_\_ PRIVATE LIMITED xxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx DATE PLACE

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