

**ICGU CG AWARDS 2018 NOMINATION FORM**

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**NOTICE: DO not complete in this form in MS Word. Just use it to help you prepare as you complete the [on-line nomination form](#). Thanks for participating.**

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**1. Select the Award Category from the following A, B, C, D, E, F Categories.**

- A) Large Private Sector Enterprises (Turnover more than UGX100 billion)
- B) Small and Medium Sized Enterprises (Turnover less than UGX100 billion)
- C) Public Sector Enterprises (Commissions, Agencies and Parastatals)
- D) Non-Governmental Organizations (NGOs)
- E) Insurance Companies
- F) Banks and Micro Deposit Institutions (MDIs)

**2. Name of your organisation?**

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**3.** Upload Letter of Expression of Interest (letter from the CEO and or Board Chair expressing interest in participating in Awards)

**4.** Upload your most recent annual report or audited accounts

**5.** Provide Contact Details of your organization's Authorized Representative:

a) Name: \_\_\_\_\_

b) Email Address: \_\_\_\_\_

c) Phone Number: \_\_\_\_\_

**6. Effective Corporate Governance Processes**

6.1 Do you have a Board of Directors?

	Yes
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	No
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If yes,

(a) explain briefly about your Board and its composition

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(b) How frequently does the Board meet?

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(c) Describe your Board Committees and their Composition.

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(d) How frequently is the Board provided with periodic reports of financial performance?

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6.2 Do you have a Succession Plan?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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If yes,

(a) Briefly describe your succession plan

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6.3 Do you have a Board Approved Corporate Strategy?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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If yes,

a) What is your total capital expenditure (capex) spend for the year ended 2016 and explain your Key Strategy Focus Areas.

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b) What period does the Board's strategy cover?

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c) Briefly describe the process followed by the Board to develop strategy.

6.4 Does the organisation have formal written policies covering the following topics (please tick)?

- a) Anti-Fraud
  
- b) Corruption
  
- c) Whistleblowing
  
- d) Ethical Behaviour
  
- e) Security, Health & Safety

If yes,

a) Describe how you Implement Anti-Fraud and Whistle Blowing policies.

6.5 Do you have a Board Approved Risk Management Framework?

	Yes
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	No
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If yes,

a) Briefly Describe your top 10 risks and how do you manage reputation risk?

b) Briefly describe how you implement your Business Continuity or Disaster Recovery Plan (BCP or DRP)?

- c) Do you maintain a Risk Register or equivalent log of risks and is this reviewed by the Board periodically?

6.6 Do you have an Internal Audit Department or Internal Auditor?

 Yes No

If yes,

- d) Briefly explain the mechanism in place to guarantee your Internal Audit independence?

6.7 How long have the external auditors and the Audit Partner been serving in their current role?

## 7 Best Practices in Corporate Social Responsibility (CSR)

7.1 Do you have a CSR budget?

 Yes No

If yes,

- a) Please explain how much you spent on CSR in 2016

7.2 Do you measure the impact of your CSR?

 Yes No

If yes,

- a) Describe the impact of your CSR in terms of population district outreach.

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7.2 Do you have a Letter/Certificate of Appreciation of your CSR activity?

	Yes
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	No
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If yes,

- a) Please explain fully:

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## 8 Best Practices in Governance Reporting and Transparency

8.1 Do you have an up-to-date Website?

	Yes
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	No
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If yes,

- a) Please provide your URL and explain key information shared

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8.2 Are your Annual Audit Reports available online?

	Yes
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	No
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If yes,

- a) Please provide a web link or URL to your Annual Audit report for the Year ended 2016.

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## 9 Corporate Data

9.1 Please provide the following (if you selected C or D categories in 1 above);

- a) Total income from all sources of funding 2016 (Ugx.) \_\_\_\_\_
  - b) Total Unrestricted Income 2016 (Ugx.) \_\_\_\_\_
  - c) Total money spent on service delivery (Ugx.) \_\_\_\_\_
  - d) Total Staff Costs 2016 (Ugx.) \_\_\_\_\_
  - e) Total reserves to date (Ugx.) \_\_\_\_\_
  - f) Total fixed assets (Ugx.) \_\_\_\_\_
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9.2 Please provide the following (if you selected A, B, E, F categories in 1 above);

- a) Return on Investment for 2016 (%) \_\_\_\_\_
- b) Annual revenue 2016 (Ugx.) \_\_\_\_\_
- c) Annual revenue 2015 (Ugx.) \_\_\_\_\_
- d) Total operating costs 2016 (Ugx.) \_\_\_\_\_
- e) Total operating costs 2015 (Ugx.) \_\_\_\_\_
- f) Total capital expenditure 2016 (Ugx.) \_\_\_\_\_
- g) Total capital expenditure 2015 (Ugx.) \_\_\_\_\_
- h) Net Profit 2016 (Ugx.) \_\_\_\_\_

10. For private companies or SMEs with more than one shareholder:

a) Do you have a Shareholders' Agreement?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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If yes,

b) How frequently do the Shareholders meet to discuss business performance and direction?

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