

**People's Association (Community Development Councils) (Amendment) Rules
2006**

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No. S 286

**PEOPLE'S ASSOCIATION ACT
(CHAPTER 227)**

**PEOPLE'S ASSOCIATION (COMMUNITY DEVELOPMENT COUNCILS)
(AMENDMENT) RULES 2006**

In exercise of the powers conferred by section 9 (*a*) and (*b*) of the People's Association Act, the Board of Management of the People's Association hereby makes the following Rules:

Citation and commencement

1. These Rules may be cited as the People's Association (Community Development Councils) (Amendment) Rules 2006 and shall come into operation on 31st May 2006.

Amendment of rule 2

2. Rule 2 of the People's Association (Community Development Councils) Rules (R 2) (referred to in these Rules as the principal Rules) is amended —

(a) by inserting, immediately after the definition of “Association”, the following definition:

“ “auditor”, in relation to a Council, means the Auditor-General or any auditor appointed under rule 23 for the Council;”;
and

(b) by inserting, immediately after the definition of “member”, the following definition:

“ “Secretary-Treasurer”, in relation to a Council, means the Secretary-Treasurer of the Council;”.

Amendment of rule 5

3. Rule 5 of the principal Rules is amended by inserting, immediately after paragraph (2), the following paragraphs:

“(3) Subject to paragraphs (4) and (5), the Board shall ordinarily appoint persons who are citizens of Singapore to be members of a Council.

(4) The Board may, in special circumstances, appoint any person who is not a citizen of Singapore but who is a permanent resident of Singapore to be a member of a Council if the Board is of the opinion that that he is able to contribute significantly to the Council.

(5) The number of permanent residents appointed as members of a Council shall not exceed 5 or 15% of the total maximum number of members for that Council as determined by the Board under paragraph (1)(b), whichever is the lower.”.

Amendment of rule 7

4. Rule 7 of the principal Rules is amended by deleting paragraphs (3) to (7) and substituting the following paragraphs:

“(3) The Board shall appoint one member of a Council to be the General

Manager of the Council; and the General Manager shall also be the Secretary-Treasurer of the Council.

(4) The Secretary-Treasurer of a Council shall —

- (a) receive all moneys given to the Council;
- (b) maintain proper books of accounts;
- (c) take charge of all records;
- (d) arrange for banking facilities;
- (e) present statements of accounts at meetings of the Council;
- (f) conduct all correspondence;
- (g) keep minutes of meetings;
- (h) prepare the annual report; and
- (i) generally perform all duties pertaining to his office.”.

Amendment of rule 13

5. Rule 13 of the principal Rules is amended by deleting paragraph (a) and substituting the following paragraph:

“(a) is neither a citizen of Singapore nor a permanent resident of Singapore;”.

Amendment of rule 20

6. Rule 20 of the principal Rules is amended by deleting paragraph (1) and substituting the following paragraphs:

“(1) A Council shall comply with the financial rules set out in the Second Schedule and the People’s Association Staff Manual issued by the Association.

(1A) In the event of any inconsistency between any provision of the People’s Association Staff Manual and a provision of the Second Schedule, the provision of the Second Schedule shall prevail.”.

Deletion and substitution of rule 23

7. Rule 23 of the principal Rules is deleted and the following rule substituted therefor:

“**Accounts and audit**

23.—(1) The accounts of a Council shall be audited by the Auditor-General or by an auditor appointed annually by the Board in consultation with the Auditor-General.

(2) As soon as the accounts of a Council have been audited under paragraph (1), a copy of the accounts signed jointly by the Chairman and Secretary-Treasurer of the Council and certified by the auditor shall be submitted to the Deputy Chairman of the Board.

(3) The auditor may also perform an interim audit of the accounts and financial position of a Council at any time the Association considers necessary.”.

Deletion and substitution of First and Second Schedules

8. The First and Second Schedules to the principal Rules are deleted and the following Schedules substituted therefor:

“FIRST SCHEDULE

Rules 2 and 4

DISTRICTS

<i>First column</i>	<i>Second column</i>
<i>Constituencies</i>	<i>Name of District</i>
1. Constituencies of Hong Kah, Chua Chu Kang, Jurong and West Coast	South West
2. Constituencies of Holland-Bukit Timah, Bukit Panjang, Sembawang, Nee Soon Central and Nee Soon East	North West
3. Constituencies of Ang Mo Kio, Yio Chu Kang, Bishan-Toa Payoh, Jalan Besar and Tanjong Pagar	Central Singapore
4. Constituencies of Aljunied, Pasir Ris-Punggol, Tampines and Hougang	North East
5. Constituencies of East Coast, Marine Parade, Joo Chiat, MacPherson and Potong Pasir	South East.

SECOND SCHEDULE

Rule 20(1) and (1A)

FINANCIAL RULES

PART I

RECEIPTS

Responsibility for custody and disposal of moneys and receipts

1. Officers authorised by a Council to receive and collect moneys on behalf of the Council are responsible for the safe keeping and proper disposal of the moneys and the safe custody and proper use of all receipts and other documents for which payments are received.

Register and custody of stocks of receipt books

2.—(1) The Secretary-Treasurer or any person appointed by him shall ensure that particulars of stocks of un-issued manuscript receipt books, serially numbered paper receipts and similar documents of value (referred to in this Schedule as receipt books) are recorded in a stock register, and that the stocks are kept in safe custody.

(2) Any loss of any receipt book must be reported immediately to the Council, which shall then cause an investigation to be made and take steps to prevent their unauthorised use.

Defective receipt book

3. Where any receipt book is found defective —

- (a) a notice to that effect shall immediately be recorded in the stock register referred to in rule 2(1) by the Secretary-Treasurer or person appointed by him under that rule; and
- (b) the receipt book may, if the defect is not a serious one in the opinion of the Secretary-Treasurer or person appointed by him, be used thereafter subject to such further conditions as may be noted in the register.

Destruction of obsolete receipt books

4.—(1) The approval of the Chairman shall be obtained before any stock of obsolete receipt books is destroyed.

(2) The Secretary-Treasurer shall maintain a list of all obsolete receipt books in stock, giving such particulars of the receipt books as are sufficient to enable those books to be identified and stating the reasons why they are obsolete.

Petty cash float

5. The Secretary-Treasurer may retain an amount not exceeding \$2,000 as petty cash for which a Petty Cash Account shall be properly maintained and updated for the inspection of the Council.

Surplus funds

6.—(1) A Council may invest its moneys not required for immediate use in accordance with