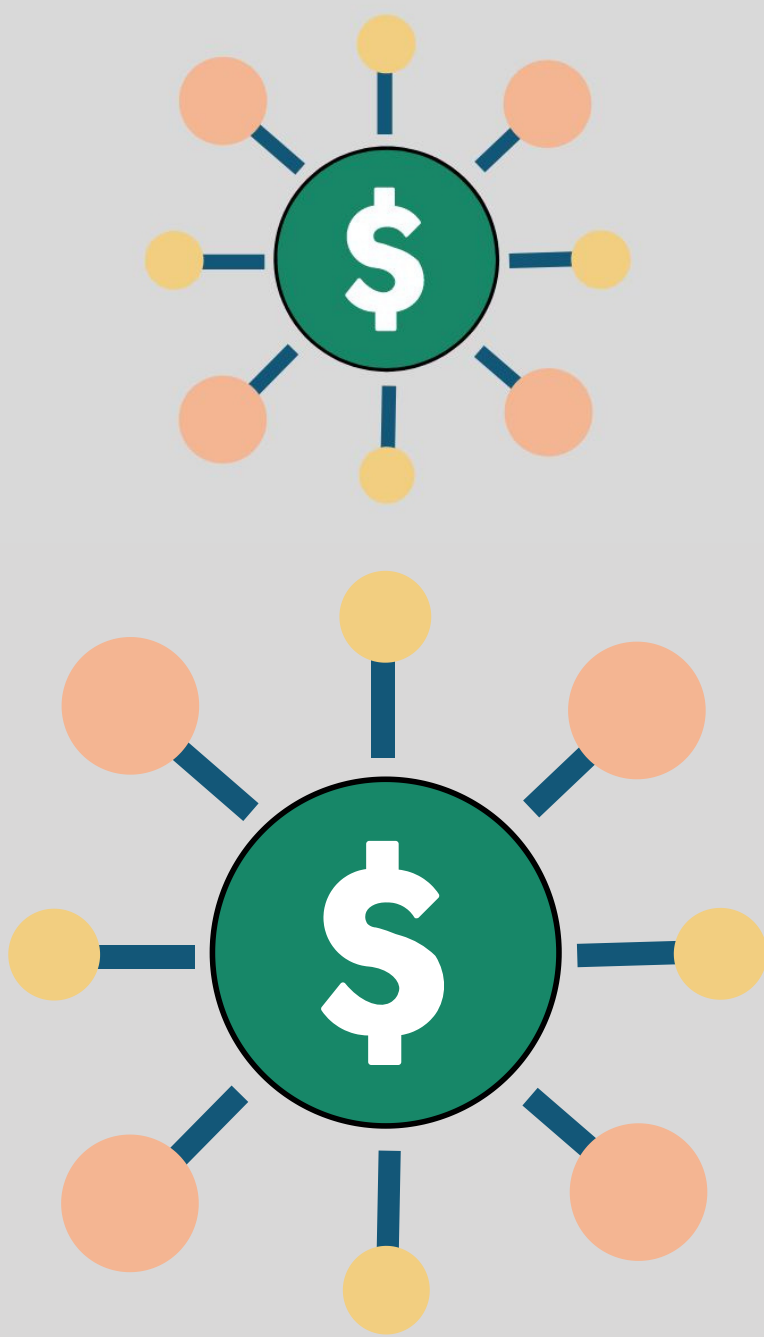


NPO COMPLIANCE CHECKLIST

FOR APPLYING FOR GOVERNMENT FUNDING IN SA



Compiled by Next Generation Accountants

Call or WhatsApp +27 (0)81 435 4234

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1. REGISTRATION CERTIFICATE

Description: Proof of the NPO's legal registration with the relevant government authority (DSD or CIPC).

Example: A copy of the NPO's registration certificate issued by the South African Department of Social Development or CIPC.

2. CONSTITUTION

Description: The organization's governing document outlining its structure, purpose, and operations.

Example: A constitution document detailing the NPO's mission, objectives, board composition, and decision-making processes.

3. SERVICE CERTIFICATE

Description: A document confirming the NPO's services or activities.

Example: Certificate from the DSD or local authority such as municipality.

4. COMPLIANCE CERTIFICATE

Description: Certificate affirming the organization's compliance with legal and regulatory requirements.

Example: A certificate from the relevant government department confirming the NPO's compliance status.

5. NPO CONTACT DETAILS

Description: Contact information, including physical address, phone numbers, and email addresses.

Example: A document listing the NPO's office address, primary contact person, phone number, and email address.

6. NPO REPRESENTATIVE & THEIR CONTACT DETAILS

Description: Contact information for key representatives responsible for communication with external entities.

Example: Contact details for the NPO's executive director, chairperson, or spokesperson.

7. GOVERNANCE PRACTICES

Description: Guidelines or principles governing the organization's decision-making and management processes.

Example: A document outlining the NPO's governance practices, including board roles and responsibilities.

8. BOARD COMPOSITION - ORGANOGRAM

Description: A visual representation of the NPO's board structure and hierarchy.

Example: An organizational chart showing the board members and their roles within the NPO.

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9. CVS OF BOARD MEMBERS AND STAFF

Description: Resumes or CVs of board members and staff, highlighting their qualifications and experience.

Example: Curriculum vitae of each board and staff member, detailing their professional background and expertise.

10. FINANCIAL MATTERS - BUDGETS, FINANCIAL STATEMENTS, RECORDS, BANK ACCOUNT

Description: Financial documentation demonstrating the NPO's financial stability and accountability.

Examples: Annual budgets, financial statements, bank account statements, and financial records.

11. ACCOUNTING SYSTEM

Description: Information about the accounting software or system used for financial management.

Example: Details about the accounting software the NPO uses to track income and expenses. Eg. Manual, Excel Spreadsheet, Sage Accounting, etc

12. PERSON RESPONSIBLE FOR BOOKKEEPER

Description: Information about the person or entity responsible for financial record-keeping and bookkeeping.

Example: Contact information for the NPO's bookkeeper or accounting firm.

13. BUDGET FOR PROJECT

Description: Financial plan for a specific project or program, including income and expenditure projections.

Example: A detailed project budget outlining costs, funding sources, and expected outcomes for each program.

14. INTERNAL CONTROLS OVER MONEY

Description: Procedures and policies for managing and safeguarding financial resources.

Example: An internal control policy detailing how financial transactions are authorized and monitored.

15. BANKING DETAILS OF THE NPO

Description: Information about the NPO's bank accounts and financial institutions.

Example: Bank account numbers, branch details, and signatory information for the NPO's accounts.

16. PROGRAM IMPLEMENTATION PLAN

Description: A detailed plan outlining how the NPO will implement its programs or projects.

Example: A project implementation plan with timelines, objectives, and responsible parties.

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17. PROGRAM MONITORING AND EVALUATION TOOL

Description: Tools and methods used to assess the effectiveness of programs.

Example: Evaluation forms, surveys, or metrics used to measure program outcomes.

18. VISION, MISSION, OBJECTIVES

Description: Statements defining the NPO's purpose, goals, and desired outcomes.

Example: A mission statement explaining why the NPO exists and what it aims to achieve. A good example would be a business profile.

19. DESCRIPTIONS OF OBJECTIVES

Description: Detailed explanations of specific objectives or goals for programs or initiatives.

Example: Clear and measurable objectives for each program, such as increasing literacy rates, reducing poverty, enrolling 50 learners to school, etc. A business profile is a good document for outlining this.

20. DETAILS OF STAFF

Description: Information about staff roles, responsibilities, and qualifications.

Example: Job descriptions for each staff position, including qualifications and duties. Include their CVs.

21. MEETING MINUTES

Description: Records of meetings held by the NPO's governing body or committees.

Example: Minutes of board meetings, including discussions, decisions, and action items (for each and every meeting held by the organization).

22. SUSTAINABILITY PLAN

Description: Strategies and plans for ensuring the NPO's long-term sustainability.

Example: A sustainability plan outlining fundraising strategies, partnerships, and growth plans.

23. CAPACITY BUILDING PLAN

Description: A plan for developing the skills and capacity of the NPO and its staff.

Example: A training and development plan for staff and volunteers.

24. LIST OF POLICIES

Description: A compilation of policies governing various aspects of the NPO's operations.

Example: Policies on financial management, human resources, governance, and ethics.

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