

- What is the legal structure of the organisation ie. a voluntary association, a Trust etc.?
- What is the founding document ie. Constitution, Memorandum of Incorporation (MOI) or a Trust Deed?
- Does the organization have an NPO number and is it compliant?
- Is the organisation registered as a Public Benefit Organisation with Section 18a status?
- How many board members (office bearers) are stated in the founding document of the organisation?
- Who are the recipients of reports eg. NPO Directorate, funders?
- Check on the appropriate policies in place ie. Human Resources Policy, Financial Policy etc.
- Does the organisation produce Annual Financial Statements and is an audit required?