

NPO DIAGNOSTIC

STRICTLY CONFIDENTIAL

Organisation Information

- Name of Organisation: _____
- What Type of Organisation is your NPO?: Voluntary Association (VA); Non-Profit Company (NPC - with members) ; Non-Profit Company (NPC without members); Non-Profit Trust (NPT) - *(Please Circle)*
- What is your NPC or NPT’s registration number? _____
 - Date registered: _____
- Registered With the Department of Social development’s NPO Directorate YES / NO
If yes, NPO number: _____
- Date Registered: _____
- Is your NPO: Local only – National – Global? *(Please Circle)*
- Office Telephone: _____
- Office Fax: _____
- Email: _____
- Website: _____
- Social Media:

Core organisational focus

- Social issues being addressed:

- Vision Mission of Organisation:

- Main Objective - Mandate:

Governance

- What foundational document is in place? Memorandum of Incorporation / Constitution / Trust Deed. *(Please Circle)*

- What Governing Body do you have? - Board of Directors – Board of Trustees – Board of Governors - Steering Committee (*Please Circle*) Other/explain

- How many Directors / Trustees / Governors/ Members? _____
- What duration is the Board members tenure on the board? _____
- Are there Sub-committees YES / NO
If yes, what sub-committees are there?

- Are there clear Terms of Reference in place for each sub-committee? YES / NO
- When are Board Meetings held? - Quarterly - Half-yearly. (*Please Circle*)
- Does the organisation hold an AGM? YES / NO
- Is there a Governance Manual in place? YES / NO
- Are there Policy Documents in place? YES / NO
 - Which Documents? i.e.
 - Approval Framework YES / NO
 - Levels of Authority YES / NO

Other/explain

- Is there a current strategic plan in place? YES / NO
 - If yes, when last was it updated: _____
- Is there a Board Succession Plan in place? YES / NO
- Is there a CEO Succession Plan in place? YES / NO
- Is the organisation King III Compliant? YES / NO
- If Yes, what Chapters? _____
- Has the Board signed the Inyathelo Code of Good Practice? YES / NO
- Are new board members taken through a board orientation workshop? YES / NO
- Are board performance evaluations conducted on a regular basis? YES / NO

Legal and statutory requirements

- What are the legal and statutory requirements which the organisation must comply with? Such as: *Non-Profit Organisations Act, 1997; The Companies Act, No 71 of 2008; The Children’s Act 38 of 2005; Mental Health Care Act 17 of 2002.* Please list them below:

- Is there a need to be PFMA / MFMA Compliant? YES / NO

Executive - Management and staff

- What is the Highest Executive Function? Executive Director (ED); Chief Executive Officer (CEO); Managing Director (MD); General Manger (GM); Centre Manager (CM); Other/explain:

- Number of Staff: _____
- Number of Volunteers: _____
- Number of Programmes/Projects: _____

Funding

- Funding Streams / Sustainability Strategy %
 - Personal Sponsorship _____
 - Corporate CSI _____
 - Government _____
 - Donor Agencies _____
 - Bequests _____
 - Legacy _____
 - Other _____
- Is the organisation registered with SARS as a PBO? YES / NO
 - If yes, what is the PBO number? _____
 - Is the organisation registered under: Section 18(a) or Section 10(1)(cN)?
(Please Circle)

Impact – Outcomes reporting

- Is there a Monitoring and Evaluation (M&E) system in place? YES / NO
- Is there a Management Dashboard in place? YES / NO

Completed by: _____

Position in Organisation: _____

Date Completed: _____