

## NPO FUNDRAISING CHECKLIST

**THESE ARE THE BASIC DOCUMENTS / INFORMATION EVERY NPO SHOULD  
HAVE IN PLACE WHEN FUNDRAISING AS THEY ARE FREQUENTLY REQUESTED  
BY MOST DONORS**

### Organisational Documentation

- Registration certificate** – (with registration number) e.g. NPO, Trust, NPC
- Founding documents** (e.g. Constitution, Trust Deed, Memorandum of Incorporation)
- Strategic Plan**, including vision, mission and strategic objectives and implementation framework (future picture)
- Organisational Profile** – Introduction to the organisation, history, track-record, capacity, resources, locality, main activities (current / historical picture) Note: Aspects of the Strategic Plan can be combined into the Organisational Profile (e.g. vision, mission, strategic objectives)
- Public Benefit Organisation registration** with Tax Authority e.g. SARS PBO Section 18A – 9 digit registration number
- Detailed List of **Board Members' Information** / Directors/Trustees
- Organogram**

### Financial Documentation

- Audited Financial Statements** – (signed by board & auditors)
- Current **annual** organisational **budget** - (projected income & expenses)

### Compliance

- NPO Registration** - have you submitted most recent report to DSD NPO Directorate – narrative & financial (within 9 months of financial year end each year)
- Check the Status of your DSD NPO registration on <http://www.npo.gov.za/>
- PBO Registration** - Approved PBOs by SARS must submit an Annual Tax Return to retain their PBO Status
- NPC Registration** - annual CIPC (Companies and Intellectual Property Commission) return to comply with companies act
- Check to see if your organisation is listed as an approved PBO at the following address:  
<https://www.sars.gov.za/ClientSegments/Businesses/TEO/Pages/Approved-Section18A-PBO's.aspx>