Läkarmissionen

Information about the Applying Organisation

1. General Information

1. Name of Organisation	
2. Country of operation	
3. Address	
4. Phone	
5. Website, if any.	
6. Vision and mission-statements, objective(s) or similar of the organisation.	
7. Main areas of work of the organisation. Please attach statutes (in English, French or Spanish).	
8. Name and title of the legal representative. Also contact info (phone, e-mail, Skype).	
9. Name and contact info of finance director.	
10. Name and contact info of auditing company.	
11 Name of certified auditor. Please attach copy of auditors practicing licence.	
12. Audit firm affiliation (locally or/and internationally).	
13. Start year of cooperation between the auditors and the organisation.	

2. Type of Organisation

1. Type of organisation (NGO, FBO etc etc)	
2. Legal status & date for registration	
3. Registration number	
4. Affiliation to other organisations, networks (i.e. umbrella, national NGO etc).	
5. If membership based organisation, how many current members?	
* Who can attain membership?	
* How is membership attained?	
* How and to what extent can members influence the work of the organisation?	

3. Organisational Structure and Governance

1. Please attach an organogram/organisational chart of the organisation and describe how it is governed (election processes and decision-making).	
2. Founder(s) of the organisation	
3. Number of board members. How is the distribution men/women today?	
4. How is the board elected?	
5. Which functions are part of the management team? How is the distribution men/women today?	
6. Number of employees	
• How many full time?	
• How many part time?	
7. Number of volunteers (non-paid workers)?	
8. Who is part of the internal audit committee (if any)?	
9. Who is part of the procurement committee?	
10. What non-financial policies do you have and when were they updated? For example on gender and non-discrimination.	

4. Sources of Fund

1. Total budget of the organisation (year x)	
2. Major sources of income (in local currency)	_____ Self-generated _____ Domestic donors _____ Foreign donors
3. List all the actual main donors of the organisation (capacity, in-kind, money)	

5. Bank Details

5.1

1. How many bank accounts are registered with the organisation?	
Bank names	

5.2 for project ………………

1. Bank name	
2. Bank account	
3. Swift Code	
4. IBAN number	
5. Desired currency for fund Transfer This should be the local currency, any other currency must be motivated.	

5.3 for project …………….. (if different to above)

1. Bank name	
2. Bank account	
3. Swift Code	
4. IBAN number	
5. Desired currency for fund Transfer This should be the local currency, any other currency must be motivated.	

6. Financial control and Policies

1 What written financial steering documents (handbook, financial guidelines) do you have and when were they updated?	
2. Explain how corruption is addressed within the organisation and how the risk of corruption is tackled. When was the anti-corruption policy last updated?	
3. Describe briefly the reconciliation and budget follow up process within the organisation.	
4. Describe the periodicity of reporting to the board.	
5. Describe the accounting system used within the organisation.	
6. Describe how the duties are segregated for ensuring proper internal control.	
7. Who are the joint signatories for fund disbursement/requisition in the organisation?	
8. Describe the different levels of the procurement process.	
9. What are the policies for safeguarding and replacing long term and short term assets (vehicles, equipment and buildings)?	
10. Describe the cash advances procedures.	
11. Describe the cash float level allowed to be stored on the premises.	
12. Describe the different types of staff allowances and statutory deduction.	
13. Describe briefly how the working time is tracked in the project and the salaries paid.	
14. Describe how the resources (material and personnel) are used or shared for different projects within the organisation.	
15. Describe the recruitment process in the organisation.	
16. Describe the archiving process and the back-up system within the organisation	

Date: _____

Signed by: _____

Title: _____

Signature: _____