



FINANCIAL ASPECTS

ORGANISATIONAL DEVELOPMENT
INSTRUMENTS

FINANCIAL CHECKLISTS

Please read the items from the list below and check/ tick what applies to your organisation. If some of the items are not checked/ ticked, you can consider integrate them into your current financial practices:

The organisation has at least basic accounting records so that payments can be easily tracked (e.g. cashbook, file of invoices/ receipts for all expenditures, etc.)	
The organisation has additional accounting records (e.g. payroll records, journal book, etc.).	
The organisation updated the basic records at least once in a week, when there are incomes.	
The organisation undertakes checks on accounting records (e.g. cross checks between bank statements and income and expenditure records, internal/ external auditor).	
The organisation is aware and complying with all the accounting requirements of the national legislation and its statutory and governing documents.	
The organisation produces financial statements (e.g. balance sheet and profit and loss or income and expenditure account).	
The organisation has a clear documented overview of who signs what and within what limits (e.g. banking, procurement and payments, contracts, etc.)	
The organisation has at least two people who sign the financial documents, in order to make a double check.	
The organisation has an overview of controls over incoming funds (e.g. numbered and duplicated receipts issued for all incoming cash and cheques, etc.)	
The organisation uses different bank accounts for different projects held in the name of the NGO and has a clear flow of the incomes and expenditures in the accounts.	

FINANCIAL RISK

Please review your current financial income and assess the level of risk based on different sources:

Source of income	What is the amount of income per year?	When is it likely to end (if you know)?	What proportion of your organisation's total income comes from this source?	What is the level of risk in that income stream (of it suddenly reducing or ending)?		
				Low	Medium	High
Donations						
Projects/ grants						
Crowd-funding						
Fundraising events						
Membership fees						
Income generating activities/ service providing						
In-kind contributions						
Investments						
Others						

