

##### **SIMPLIFIED ORGANIZATIONAL SELF-ASSESSMENT GUIDE FOR NGOs/FOUNDATIONs**

##### PCNC adheres to a set of organizational standards/indicators to measure an NGO’s/Foundation’s practice of good governance and management and accountability and transparency. Thus, an NGO/Foundation that wishes to apply for PCNC certification is advised to first conduct an organizational self-assessment to identify strengths and areas for improvement. *In case many areas for improvement are identified, it is recommended that the NGO/Foundation first institute the necessary corrective measures before applying for PCNC certification.*

##### It is best to involve the management and concerned staff in the conduct of the organizational self-assessment. The Board should be involved, at least, in the assessment of the governance function.

##### **In consultation with your Board of Trustees, Management and Staff, as an organization, respond to the following guide questions:**

*Use space to ![C:\Users\PCNC-02\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5IV31I8A\Check_mark_23x20_02.svg[1].png]() if answer is yes; x if answer is no and: ? if answer is incomplete, not present or not sure*

1. **Vision, Mission & Goals**
2. \_\_\_\_ Is/Are the purpose/s of the organization clearly stated in its Vision, Mission and Goals?
3. \_\_\_\_ Are the Vision and Mission in writing?
4. \_\_\_\_ Are the target beneficiaries and their specific needs that are being responded to by the organization clearly stated?
5. \_\_\_\_ Can the members of the Board of Trustees (BOT), management, staff, beneficiaries and partners explain the purpose/s of the organization in similar manner?
6. **Governance**
7. \_\_\_\_ Are there clear processes for selection and election of members and officers of the BOT?
8. \_\_\_\_ Are governance practices according to the Articles of Incorporation and By-Laws?
9. \_\_\_\_ Do the BOT members meet regularly? How often?
10. \_\_\_\_ Is there proper documentation of minutes of Board meetings and resolutions?
11. \_\_\_\_ Is there annual submission of General Information Sheet (GIS) to SEC and if registered as a Foundation, list of donors?
12. \_\_\_\_ Do BOT members serve as volunteers and do not receive any remuneration?
13. \_\_\_\_ Is there clear delineation (evidenced by job descriptions) of responsibilities of the members and officers of the BOT and the President and/or Executive Director
14. \_\_\_\_ Is there evident possible conflict of interest among the BOT members and the staff?
15. \_\_\_\_ Is there a policy on conflict of interest?
16. \_\_\_\_ The Chair/President is not related to the Treasurer by affinity or consanguinity up to the second degree.
17. \_\_\_\_ For family and corporate foundations and those organized by faith based organizations, there is at least one (1) independent Board Member.
18. \_\_\_\_ Is there a financial sustainability mechanism in place to ensure long term existence of the organization?
19. **Internal Management/Administration**
20. \_\_\_\_ Is there clear organizational structure that shows lines of authority and accountability?
21. \_\_\_\_ Is there a written set of administrative/personnel policies and procedures or guidelines
22. \_\_\_\_ Are there enough staff (even if volunteers or seconded from affiliate organization) with skills suitable to the operations of the organization?
23. \_\_\_\_ Does the organization pay its staff, at least the law/government mandated minimum wage and benefits as evidenced in the payroll?
24. \_\_\_\_ Are there clearly defined job functions that are in accordance to current staff responsibilities?
25. **Program Operations**
26. \_\_\_\_Are there clear program planning, implementation and monitoring and evaluation policies and procedures or guidelines that are in writing and practiced accordingly?
27. ­\_\_\_\_ Are the programs/projects implemented consistent with the Vision and Mission of the organization?
28. \_\_\_\_Is there a system used to track and measure degrees of achievement of targeted program goals/results
29. **Financial Management**
30. \_\_\_\_ Are funds utilized for the intended purpose/s of the organization?
31. \_\_\_\_ Are there mechanisms for financial sustainability?
32. Are there proper internal controls or check and balance of financial transactions:
* \_\_\_\_ separate persons handling disbursement approvals, cashiering and bookkeeping
* \_\_\_\_ accurate, complete and up-to-date recording in the four (4) books of accounts (cash receipts book, cash disbursement book, general journal and general ledger)
* \_\_\_\_ funds are deposited in bank account/s in the name of the organization
* \_\_\_\_ at least two check signatories
* \_\_\_\_ official receipts are registered with the BIR and properly used
* \_\_\_\_ financial transactions are supported with the proper documents, including pre-numbered cash/check vouchers and attachments that are stamped paid
1. \_\_\_\_ If in existence for more than one (1) year, annual external audit conducted by PRC, BOA & BIR registered CPAs and if applicable, SEC
2. \_\_\_\_ Total administrative expense not more than 30% of total donations and expenditures for the year
3. \_\_\_\_ Financial management policies and procedures or guidelines are in writing and consistent with

practices

1. Other financial documents/records that should be kept by an NGO/Foundation:

• \_\_\_\_ Board Approved Budget for the current calendar/fiscal year

• \_\_\_\_ Updated four (4) Books of Accounts (Cash Receipts Book, Cash Disbursement Book, General Ledger and General Journal) using accounting system approved by BIR (as per 9.c.)

• \_\_\_\_ BIR permit to use manual books of accounts, loose leaf or computerized accounting system

• \_\_\_\_ Corporate Secretary’s certificate re signatories for the Foundation

• \_\_\_\_ Tax Exemption Certificate issued by BIR or at least, application or re-application for Tax Exemption duly stamped received by BIR

• \_\_\_\_ Audited Financial Statements and Audit Report (duly stamped received by BIR and SEC), prepared/conducted by a CPA registered with BOA, BIR, PRC and, as applicable, SEC (supported with copies of said registrations).

* \_\_\_\_ Latest unaudited Financial Statements if audited ones are more than six (6) months old or if the organization is in existence for less than a year.

• \_\_\_\_ External auditor’s BOA accreditation, BIR, PRC & if applicable, SEC registration numbers

• \_\_\_\_ Latest Unaudited Financial Statements

1. **Collaborative Linkages or Networking**
2. \_\_\_\_ A member of an NGO network for learning and sharing of good practices?
3. \_\_\_\_ Does it have any partnership with other NGOs and/or a government agency?
4. \_\_\_\_ Project Proposals/MOA or contracts w/ Partner Agencies, in case of partnerships
5. **\_\_\_\_ Are all the policies and procedures or guidelines organized or compiled together?**
6. **\_\_\_\_Annual Reports or Accomplishment Reports for the last two (2) years or if operating for less than two (2) years, cumulative/up-to-date accomplishment report**
7. **\_\_\_\_ Three (3) to Five (5) Year Strategic Plan or Program and Financial Plan**

**DO NOT HESITATE TO CONTACT PCNC FOR CLARIFICTION AND GUIDANCE.**