

Organizational assessment IFOAM – Organics International

(Self-) Introduction of the organization

The (self-)introduction contains all elements required to prepare an organisational profile. It provides preliminary insights for the identification of new organisations, and is particularly suited for the pre-selection of future co-operations.

Legal status:

Date founded	
Legal status of organization What is the <u>legal form</u> of the organisation? How is the organisation <u>registered</u> ? Evidence of legal form and registration in accordance with the legal provisions that apply in the country in which the organisation is based. Please attach extracts from the appropriate register / Formation documents showing the location of the organisation's registered office and the year of formation (if not shown in the register entry) / Tax number or other forms of substantiating documentation generally required in the country. Does the institution/organisation have a permanent or temporary <u>mandate</u> ?	

Structure & Governance

Organizational structure Describe the organisational and hierarchic structure. When applicable, include field offices. Please provide an organisational chart	
Board Describe composition, selection process and responsibilities (financial affairs / management; approval of annual plans & reports, risk management, results indicators, etc.)	
Policies Describe what policies you have in place, for example Human resource policy in regard to equity and diversity of teams, Anti-corruption, Procurement, etc.	
Financial management and Audits Describe the book keeping system and internal processes of check and balances Describe the annual audit arrangements	

Resources

Human resources

	Total	Men	Women
Full-time			
Management			
Experts			
Administration			
Finance			
Support personnel			

Interns / Volunteers			
Part-time			

Summary of the section (to be filled by IFOAM-Organics International)

Areas of Analysis	Low	Acceptable	Desirable	Comments (strengths, potential, weaknesses)
1. Structure and Governance				
2. Human resources				

Financial resources

Office equipment	
Other assets	
Financial volume per year for the last three years Broken down by projects, respective donor agencies, membership fees, donations and any other sources of income	
Audit Pls attach the latest audit report	

Checklist for documents

In case someone is directly at the location of the organization to be assessed, he/she can ask to see the following documents (mark the documents that have been presented to you – otherwise make a note if missing)

Organizational chart

Annual audit arrangement, latest audit report

- Does an agreement exist with an auditor? If yes, what does the agreement include
- Is the auditor selected by the Board of Trustees (not the staff)?

Organizations statutes

Board minutes, including the last annual general meeting and elections

Additional questions in regard to the bookkeeping / accounting systems:

- 1) Does the organization have financial procedures?
- 2) Who signs the bank account (authorizes payments from this account)? Are the bank accounts held in the name of the organization? (not name of individuals)
- 3) Who does the financial reporting?
- 4) How do you do your bookkeeping? (cashbook or computer) Which program is being used (if computer)

- 5) Are financial duties split between different members of the staff?
- 6) Do personnel have job descriptions? Do they include a clear statement of the job's financial management responsibilities?
- 7) Does the organization have a risk analysis and risk management plan? What internal risks, financial risks, and risks of corruption can be identified? Have there been a follow-up? Please provide it, if available.

Summary of the section (to be filled by IFOAM-Organics International)

Areas of Analysis	Low	Acceptable	Desirable	Comments (strengths, potential, weaknesses)
1. Financial resources				
2. Financial procedures				

Person who is assessing the information (to be filled by IFOAM)

Name	
Organization and position	
Location / date	