

DATED

December 2020

PARTNERSHIP ELIGIBILITY CHECKLIST

Wycombe Islamic Mission and Mosque Trust Limited (WIMMT)



Name of Organisation for Partnership _____
Name of Officer assessing _____
Date of Check _____

		YES	NO	COMMENTS
1.	Is the applicant a non-profit making humanitarian organisation in a jurisdiction under which WIMMT operates?			
2.	Have the following been supplied with and seen by the Officer? <ul style="list-style-type: none"> · Latest audited annual accounts · Latest annual report · Statutes or articles of association / constitution / founding document · Copy of official registration documents · Organisational chart · List of trustees & key employees with details · Detailed lists of banks and bank accounts to be used in the joint Operations · 			
3.	Has an examination of the items in (2) taken place to check their authenticity and accuracy.			
4.	Has the Officer undertaken an analysis of the information in (2)?			
5.	Does the applicant have external auditors?			
6.	Does the applicant set strategic plans and objectives in line with a business project?			
7.	Does the applicant prepare a formal budget annually?			
8.	Does the applicant maintain a manual for accounting and financial procedures?			
9.	Does the applicant's organisational chart show a clearly defined organisational structure?			
10.	Does the board of directors / trustees appoint the senior management?			
11.	Have you seen sufficient documentation (annual reports, press cuttings, photographs, newsletters etc) as evidence of the applicant's work?			
12.	Does the charity fund other charities/individuals			
13.	Does the organisation appear on the UN list of proscribed organisations?			
14.	Do any of the people named appear on the UN list of proscribed individuals?			

Policy Review

Last review date: December 2020

Next scheduled review date: December 2021

JOHNS & SAGGAR LLP