

Collecting and reviewing documents of legal importance – the following documents are seen

- Registration certificate/ registration details.
- Documents submitted to government during registration- list of board members/trustees, objectives of organisation, rules and regulation/ memorandum of association etc.
- Minutes of the first meeting
- The court cases/ matters related to the organisation if any - past and present

Financial documents

- Audited statements of accounts
- Accounting system.
- Budgets and expenditure statements.
- Documentation of funds raised.
- Separate accounts for different funders.
- Corpus related documentation- if any