



## QUESTIONNAIRE FOR NON-PROFIT ORGANISATIONS (NPOs)

This questionnaire is designed to obtain information on Non-Profit Organisations (NPOs) within St. Vincent and the Grenadines in order to determine the Terrorist Financing risk they may be exposed to. Therefore, kindly complete each section and attach any additional documents where necessary.

### Part A: Entity Information

1. Name of the Non-Profit Organisation (NPO): \_\_\_\_\_

\_\_\_\_\_

2. Registered address of the NPO: \_\_\_\_\_

\_\_\_\_\_

NPO's mailing address (if different): \_\_\_\_\_

\_\_\_\_\_

3. Contact information for the NPO:

Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

Website \_\_\_\_\_ Fax: \_\_\_\_\_

Other (specify) \_\_\_\_\_

4. What is the legal structure of the NPO?

a) Registered Company

b) Trust

c) Charitable Organisation (formed by an Act of Parliament)

d) Other (please specify) \_\_\_\_\_

5. Type of premises occupied by the NPO (select all that are applicable):

Commercial       Residential       Rental       Owner

Other (specify) \_\_\_\_\_

6. Does the NPO have a parent body or is affiliated with any other NPO or Trust (Local or International)?       Yes       No

If yes, state the names, addresses, purpose and activities of these NPOs and / or Trusts:

No	Names	Address	Purpose	Activities
1				
2				
3				
4				
5				



**Part B: Nature of Operations**

7. What are the types of activities and percentage (%) of annual activities performed by the NPO (estimate where necessary)? Kindly comment only on the activities which apply to your NPO.

Type of Activity	% of Annual Activity
Social Services	
Child/Youth Welfare	
Education	
Health Care	
Sports and recreation	
Environmental	
Arts and Culture	
Human Rights	
Religious	
Animal Welfare	
Advocacy	
Other (Please specify)	

8. Please provide a brief description of the nature of the activities/ services selected above in (7):

---

---

---

---

---

**Part C: Management**

9. Briefly describe the organisational structure of your NPO.

---

---

---

10. Is any of the information relating to organisational structure of the NPO and the board of directors above made available to the public?

- Yes  No



11. If yes to question 10, in what way it is published or made available to the public?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Has any Director / Board member received training in:

- a. Anti- Money Laundering Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Counter- Financing of Terrorism Yes \_\_\_\_\_ No \_\_\_\_\_

13. How often are Board meetings held? \_\_\_\_\_

14. Is the NPO managed or controlled by a foreign body or individual (s)?

Yes \_\_\_\_\_ No \_\_\_\_\_

15. If yes, kindly describe the control structure and provide the jurisdiction (s) in which the foreign body or individual (s) is located

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part D: Funding**

16. Please indicate the top five (5) primary sources of income (e.g. Donors, Government, Trust, Fundraising Initiative etc.). Kindly specify whether these sources are local, regional or international.

No.	Source of Primary Income	% of Primary Income
1.		
2.		
3.		
4.		
5.		

17. What are the fundraising methods used by the NPO?

- a. Cash collections
- b. Social media/ online collections/ Go Fund me
- c. Public donations
- d. Membership fees
- e. Other (please specify)\_\_\_\_\_

**Part E: Banking Information**

18. Has the NPO opened an account with any of the following Financial Institutions?

- a. Bank
- b. Credit Union
- c. Other (please specify)\_\_\_\_\_

19. Are the accounts established by the NPO:

- a. Business Accounts \_\_\_\_\_
- b. Personal Accounts \_\_\_\_\_



20. How many signatories are there to the account (s)? \_\_\_\_\_.

Kindly state the position held within the Organisation by each signatory.

\_\_\_\_\_

\_\_\_\_\_

21. Were there any difficulties experienced when setting up accounts? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please briefly state or describe the difficulties faced? (This information will aid in identifying areas which may require greater training for financial institutions)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Part F: Financial Information**

22. What was the NPO's annual inflow, outflow and asset size for the last three (3) financial years, 2018-2020?

Year	Annual Inflow (Income)	Annual Outflow (Expenditure)	Asset Size

### **Part G: Cross Border Operations and Activities**

23. Does the NPO:

a. Raise or disburse funds internationally? Yes \_\_\_\_\_ No \_\_\_\_\_

b. Have international operations? Yes \_\_\_\_\_ No \_\_\_\_\_

24. What is the estimated value of funds received from and / or sent to foreign jurisdictions for the last financial year?

Received: \$ \_\_\_\_\_

Sent: \$ \_\_\_\_\_

Kindly indicate the foreign jurisdictions from which funds were received and/or sent within the last financial year:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. Does the NPO engage in cross border activities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the activities and state the jurisdictions involved.

\_\_\_\_\_

\_\_\_\_\_

26. What percentage of your activities involve cross border fundraising disbursement and operations? \_\_\_\_\_



27. Does the NPO make disbursements (including its own operations and activities) to humanitarian efforts?

Yes \_\_\_\_\_ No \_\_\_\_\_

28. If yes, please describe the activities and state the jurisdictions which receive these disbursements.

---



---



---

**Part H: Method of Transactions**

29. What percentages of the last financial year's receipts were derived from the following methods of payment:

Payment Method	% of Annual Activity
Cash in hand	
Credit Card	
Debit Card	
Wire Transfer	
Money Remittance (i.e. Western Union etc.)	
Standing Orders	
Virtual Assets (e.g. bitcoin, ethereum)	
In kind (e.g. food items, vehicles)	
Gift or Donations	
Other (specify)	

30. For cash transactions, please select which currency/currencies below apply and the annual percentage (%) of receipts attributed to each currency selected:

Currency	% of Annual Receipt
Eastern Caribbean Dollar (XCD)	
United States Dollar (USD)	
Canadian Dollar (CAD)	
Pound Sterling (GBP)	
European Currency (EURO)	
Barbados Dollar (BDS)	
Trinidad and Tobago Dollar (TTD)	
Other (please specify)	

31. What percentage of your disbursement / assistance is conducted via:

Payment Method	% of Annual Activity
Cash	
Cheque	
Goods	
Services	
Money Remittance (i.e. Western Union etc.)	
Bank	
Credit union	
Virtual Assets (e.g. bitcoin, ethereum)	
Other NPOs	
Other( please specify)	





32. Is funding / resources sent directly to your NPO's bank account or via another NPO or organisation or body for disbursement?

\_\_\_\_\_

\_\_\_\_\_

If your response is the latter, kindly state, within the last financial year, the NPOs / Organisations collecting the funds / resources on your organisation's behalf, the Donors providing the funds/ resources and a description / value of funds / resources collected and transferred.

Name of NPO/ Organisation	Name of Donor/s	Funds/resources collected and transferred

33. Do you collect, retain, transfer, allocate or deliver resources /funds to other NPOs or organisations?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, kindly state, within the last financial year, the NPOs/ Organisations in receipt of the funds / resources, the Donors providing the funds/ resources and a description / value of funds/ resources collected and transferred.

Name of NPO/ Organisation	Name of Donor/s	Funds/resources collected and transferred

**Part I: Staffing**

34. Indicate the number of paid staff and / or unpaid volunteers of the NPO

Paid Staff: \_\_\_\_\_ Unpaid Volunteers: \_\_\_\_\_

35. What is the average period of employment? (years or months): \_\_\_\_\_

36. What is the process for recruitment?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part J: Internal Policies and Procedures**

37. Is the Board of Directors responsible for any of the following activities (please select all that are applicable)?

Policy making & Implementation     Project selection     Donor Vetting

Donation Collection     Hiring Staff     Recruiting Volunteers

Management and allocation of Finances & Other assets

Accountability & Quality assurance for projects & actions of the NPO



Other \_\_\_\_\_ (specify)

38. If no to any of the activities in question 36 above, please state who is responsible for the activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

39. Is the management structure in which decisions are made:

- a. Decentralized \_\_\_\_\_
- b. Centralized \_\_\_\_\_

40. Does your organisation cross-reference the names of staff, donors or volunteers with any designated individuals or entities on the United Nations Sanctions list or any other list?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, kindly state which other lists are checked.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

41. Is a vetting process done for donors and potential donors? Yes No

42. If, a vetting process is undertaken, does it include any of the following (select all that are applicable)?

- Name  Address  Source of funds  Photographic Identification
- Contractual agreement  Background check
- Other \_\_\_\_\_

43. If a vetting process for donors is not undertaken please state why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

44. Are any of the donors or individuals with whom you conduct transactions Politically Exposed Persons (PEP)<sup>1</sup>?

Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_

45. Do you have Counter Financing of Terrorism (CFT) Policies or other policies which govern your organisation?

Yes \_\_\_\_\_ No \_\_\_\_\_

<sup>1</sup> Politically exposed persons are persons who have been entrusted with prominent functions by a foreign country, domestically or by an international organisation such as Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials, directors, deputy directors etc.



46. Do your donors have Counter Financing of Terrorism (CFT) Policies?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Do Not Know \_\_\_\_\_

47. Briefly describe how donors and beneficiaries are verified by the NPO?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

48. Briefly describe the procedure by which funds / resources are retained, transferred, delivered and disbursed by the NPO.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

49. Are all transactions recorded and monitored?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, kindly describe what information is recorded, how (manually or electronically) and how long is it kept?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

50. Are transactions reviewed for suspicious patterns of activity?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how often? \_\_\_\_\_

51. What is the level of risk that the NPO is prepared to accept in pursuit of its objectives?  
a. No risk \_\_\_\_\_  
b. Low risk \_\_\_\_\_  
c. Medium risk \_\_\_\_\_  
d. High risk \_\_\_\_\_

52. Is your NPO governed by :  
a. Ethical and professional standards and guidelines \_\_\_\_\_  
b. Internal codes of conduct \_\_\_\_\_  
c. Policies which facilitate accountability \_\_\_\_\_  
d. Other (please specify) \_\_\_\_\_

53. Are annual returns completed by your NPO? Yes No

54. If yes to question 53 above, are your annual returns made available to the public and donors? Yes No

55. If yes to question 54 above, please state where your annual returns can be viewed?  
\_\_\_\_\_





56. Is there a grievance procedure in place for the public, donors or recipients to make queries regarding funding or disbursement or any other issues that may arise and to have them resolved? Yes No

57. If yes to question 56 above, please state the procedure applied for the making and resolution of the grievance and state who is responsible for addressing such grievances?

---

---

---

---

---

58. If no to question 56 above, please state why? \_\_\_\_\_

---

---

**I declare that to the best of my knowledge and belief all of the information which I have provided in this questionnaire is correct.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_