

Annual NGO/Association Requirements

The ACCOUNTING DATE

No later than **ONE** month after the accounting date

20. Record of funds coming into the NGO prepared by the Treasurer:
STATEMENT of ACCOUNTS

No later than **TWO** months after the accounting date

21. Financial statements are prepared as **AUDITED ACCOUNTS**

No later than **THREE** months after the accounting date

22. Hold an **ANNUAL GENERAL MEETING (AGM)**

No later than **ONE** week after the AGM

If **SIGNATORIES** changed, register an updated, signed **SECURITY BOND** with the **Registrar General***

SECURITY BOND signed and stamped by **Registrar of Associations**

NB: Request a stamped copy for your records

SECURITY BOND updated at the **Bank**

If **RULES and REGULATIONS** changed, must be signed and stamped by the **Registrar of Associations**

NB: Request a stamped copy for your records

RULES AND REGULATIONS updated at the **Bank**

NOTE: All requests made to the Registrar for signed copies must be made by the Secretary, in writing.

No later than **THREE** months after the accounting date

23. **ANNUAL RETURN** to **Registrar of Associations:**

- Certified copy of the **STATEMENT of ACCOUNTS** submitted at the AGM
- **STATEMENT of the OFFICERS** - names and postal addresses
- **RETURN of MEMEBERSHIP**
- **Amended RULES and REGULATIONS**
- **STATEMENT of ASSETS and LIABILITIES**

NB: Request a stamped copy for your records