

Complete NGO Documentation Toolkit

Preview: sample pages

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Word (DOCX) pages are shown as rendered to A4 in LibreOffice; layout may vary in other editors.

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Start here | Complete NGO Documentation Toolkit

Purpose and users

An integrated office resource library for NGO leadership, secretaries, programme managers, accounts teams and appointed advisers. It combines nine complete document packs with new resources for cross-system reconciliation, management review, funding handoffs and continuity.

What is included

600 distinct substantive editable pages: 540 pages from Products 01-09 plus 60 new integration pages. There are 60 DOCX files and ten XLSX workbooks containing 70 sheets. Thirty PDFs provide component and toolkit guides, licences and reference notes. The complete ZIP contains 150 files including metadata. Guides, licences, repeated metadata and spreadsheet sheets do not count toward the 600 pages.

Component folders

COMPONENTS/Product-01/ — NGO Governance Meeting and Resolution System; 60 substantive pages, six DOCX files and one workbook.

COMPONENTS/Product-02/ — Donation and Donor Records System; 60 substantive pages, six DOCX files and one workbook.

COMPONENTS/Product-03/ — Grant Utilisation and Reporting System; 60 substantive pages, six DOCX files and one workbook.

COMPONENTS/Product-04/ — NGO Project Proposal and Budget Pack; 60 substantive pages, six DOCX files and one workbook.

COMPONENTS/Product-05/ — CSR Proposal and Due Diligence Pack; 60 substantive pages, six DOCX files and one workbook.

COMPONENTS/Product-06/ — NGO Profile and Annual Report Pack; 60 substantive pages, six DOCX files and one workbook.

COMPONENTS/Product-07/ — NGO Finance Controls and Audit Readiness Pack; 60 substantive pages, six DOCX files and one workbook.

COMPONENTS/Product-08/ — NGO Registration Preparation and First 90 Days; 60 substantive pages, six DOCX files and one workbook.

COMPONENTS/Product-09/ — NGO Tax Compliance Evidence System; 60 substantive pages, six DOCX files and one workbook.

Purchase overlap

This toolkit includes the full content of the nine standalone packs. Do not buy those separately merely to obtain the same files. The 60 integration pages are additional; the bundle does not contain 600 pages of new content beyond its components.

New integration file list

DOCX/01-Organisation-System-Architecture.docx — S01-S10.

DOCX/02-Cross-System-Reconciliation-Records.docx — B01-B10.

DOCX/03-Integrated-Month-and-Year-Close.docx — C01-C10.

DOCX/04-Funding-and-Publication-Handoffs.docx — H01-H10.

DOCX/05-Change-Incidents-and-Continuity.docx — I01-I10.

DOCX/06-Illustrative-Integrated-Office-Cycle.docx — E01-E10.

XLSX/Integrated-Office-Coordination-v1.0.0.xlsx — Dashboard, Tasks, Dependencies, Checks, Releases, Instructions.

REFERENCE/Source-and-Applicability-Notes.pdf; LICENSE.pdf; README.txt; VERSION.json; resource-index.json; validation-report.json; product-manifest.json.

Recommended order

Read S01-S10 and select the systems needed now. Read each chosen component's Start Here guide. Establish genuine source records and responsible owners. Use B01-B10 for cross-system bridges, C01-C10 for close and review, H01-H10 for funding/publication handoffs and I01-I10 for changes. Practise E01-E10 in a separate training copy.

Customise before issue

Replace bracketed inputs with genuine facts and adapt roles, authority, periods and workflows to the organisation. Keep an untouched master. Remove drafting directions from completed organisational outputs where appropriate, while retaining source and approval records. DOCX files use Arial and may reflow after editing.

Coordination workbook

Set Dashboard B4 to the internal review date and B5 to the cycle. Yellow cells are inputs; grey cells calculate. Each register has 200 prepared rows, 9-208. All prepared rows affect counts even when filtered. Extend and retest formulas, tables and validation before increasing capacity.

Task and dependency limits

Complete needs evidence and reviewer. Direct prerequisite links require exact unique task IDs; missing/duplicate IDs and self-links need Review. The workbook does not detect all longer dependency cycles, calculate a critical path or automatically change task statuses. A direct prerequisite can be Met even if that prerequisite has its own unresolved dependency; review the full chain manually.

Checks and releases

Each numeric check has its own unit and explicit non-negative tolerance. Blank input is unfinished; zero is a known amount. Within tolerance describes arithmetic only, and source/reviewer warnings still matter. Reviewed/Issued outputs need approval; Issued also needs actual date and transmission evidence. Transmission does not necessarily establish acceptance.

Separate component systems

The ten workbooks are independent. There are no automatic cross-workbook imports, live portal links or submissions. Use shared identifiers, source versions and manual reconciliation bridges. The dashboard reports entered records and does not discover omitted obligations or certify compliance.

Current forms and review

Read the current-form and professional-review notes in every relevant component. Use official prescribed forms, actual agreements and current requirements. Historical periods remain correctly labelled. Source changes affecting tax, CSR, GFR, FCRA or entity/State law require a review of affected components.

Important statement

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Licence and support

One-organisation licence under LICENSE.pdf covers the included components and integration resources. Future updates are included only if expressly offered at purchase. NGG-DOC-010 | v1.0.0 | Updated 05 October 2026. Support: contact@ngogrant.in. Publisher: LendLink Tech Private Limited (CIN U74999NL2017PTC013422, GSTIN 13AAFCV8178A1ZE), C-31, Medikhru Complex, Razhu Point, Kohima, Nagaland - 797001.

Choose the organisation's working systems

Editable office resource | S01

Use this selection record to decide which component packs will become active office systems. Buying the toolkit does not mean every register must be populated immediately. Start with actual recurring work and known gaps.

Control / record	Complete from genuine evidence
Entity and stage	[Legal form; operating locations; pre-formation / active / changing]
Immediate work	[Next meeting; donation cycle; grant report; proposal; tax assignment]

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Bridge donations to the finance ledger

Editable office resource | B01

Use at each close to connect the donor system in Pack 02 with the organisation’s accounting records and Pack 07 finance review. Agree the amount basis before comparing totals.

Control / record	Complete from genuine evidence
Scope	[Period; donation channels; fund codes; source versions]
Donor-side totals	[Gross received; refunds; fees; unsettled receipts; non-cash exclusions]
Ledger-side totals	[Income, liability or other reviewed accounts; bank

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Open the organisation-wide close

Editable office resource | C01

Use this control record before the monthly or quarterly close. It aligns the source cutoffs and responsibilities across donations, finance, grants, programme reporting and governance follow-up.

Control / record	Complete from genuine evidence
Close scope	[Period; projects; funds; bank accounts; relevant component workbooks]
Cutoffs	[Last transaction/activity date; source export date; late-item rule]
Responsible people	[Coordinator; system owners; reviewers; absence

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Create a reusable funding evidence room

Editable office resource | H01

Assemble controlled evidence once for reuse across proposals and due diligence. The room should support accurate tailoring while preserving access limits and current versions.

Control / record	Complete from genuine evidence
Core evidence	[Legal identity; governance; accounts; programme record; policies]
Source and owner	[Authoritative file; version; factual owner; review date]
Disclosure level	[Public / prospective funder / restricted after authentication]

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Assess a legal or form change across the toolkit

Editable office resource | I01

Use when an official amendment, form change, deadline order or professional interpretation may affect several office systems. Record the source and scope before changing operational templates.

Control / record	Complete from genuine evidence
Change evidence	[Authority; instrument; date; effective date; source location]
Applicability	[Entity; period; process; professional conclusion; uncertainty]
Affected components	[Tax 00; CSD 05; grants 02; donor records 02; other]

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Set up an integrated rehearsal

Illustrative Example | E01

Illustrative Example — fictional training records only. No actual organisation, approval, grant, beneficiary or expenditure is represented.

Training scenario

A fictional team called River Learning Circle is practising a monthly close. It has three internal tasks: T01 collect source files, T02 reconcile the reports and T03 release the management summary. Use a separate copy of the integration workbook; do not enter this scenario into genuine operational records.

Task	Due date	Status	Evidence
T01	02 October 2026	Complete	Training source index and

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