

**INDEPENDENT EXAMINERS LTD
EXAMINATION QUESTIONNAIRE**

Full Name of Charity:

Charity No: (If registered)

Company No: (If registered)

Name of contact:

Address 1: (To send draft accounts)

Address 2:

Town:

County:

Postcode:

Country:

Tel No:

Mobile:

Email:

Accounting year-end date:

Estimated total income for the year being examined:

We will lodge your accounts with the appropriate statutory body.

If you would like us to complete any annual returns on your behalf, there will be an additional charge of £50 per hour plus VAT. Please enter you Charity Commission online pass code if you would like to use this service:

Please Note: We accept no responsibility for submission of any annual returns should you decline to use this service

If you would prefer to receive correspondence and draft accounts by email (at the email address given above), rather than through the postal service; please tick box:

Yes No

Are any Employees Self Employed? _____

Does the charity have Trustee Indemnity Insurance policy in place? _____

Have accounts been prepared? _____

Does the Charity have any employees? _____

Does the Charity operate a PAYE Scheme? _____

Does the Church/Charity own any buildings? (*If yes please provide Mortgage account statements) _____

Does the Charity Hold Fixed Assets such as furniture and equipment? _____

With the introduction of the new SORP 2005 we require an analysis of your income and expenditure by the activity carried out are you able to provide this? _____

Under the Charities Act 2006 it is now a requirement for ALL charities to demonstrate that their activities and purposes meet the public benefit test. Do you require our briefing sheet? _____

How do you record donations and/or offerings for special purposes?

If income and expenditure exceeds £100,000 full accruals accounts must be prepared at the beginning and end of the year. This needs to include tax recoverable.

When your records are received we will confirm our quote for the Independent Examination, any work which is required but which would incur an additional fee is charged on an hourly basis and will be agreed prior to any work starting

Please provide the following documents and records (Photocopies would be preferred)

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|--|--|
| Cash book(s) and ledger(s) or disc | Bank statements |
| Bank Reconciliation to cash book | Records of cash donations |
| PAYE records | Gift Aid receipt records |
| Invoices or receipts for all payments over £500 | Copy of the Trust Deed or Constitution |
| Copy of the trial balance or draft accounts | Inventory of Assets and their value |
| Details of any liabilities at the year end | Details of insurances |
| Copy of minutes of Trustees meetings | Trustees report reviewing the year's activities. |
| Details of grants paid in relation to charitable objects | Details of related parties & associated companies |
| Copy of prior year accounts / If not held on file | List of Charity Activities as per Charitable Objects |
| Mortgage Accounts Statements | |
| Photo ID for each Trustee/ Director and proof of Residency (If not already supplied to us) | |

Please Note: We make a minimum charge of £7.50 for Postage and Handling costs; additional postage costs may be incurred for large parcels, additional copies, next day deliveries etc.

**K 9 5=A HC A 99H CI F & , 85MHI FB5FCI B8 HC 8F5: H 577CI BHG 6I H
H< =G 75BBCH 69; I 5F 5BH998 =: 5BM=B: CFA 5H-CB =G'A =GG=B;
Ci f]bj c]Wg UFY fUgYX UhH Y dc]bhCZXfUZhUWti bhg VY]b[]ggi YX"
Should you wish to pay by standing order please tick box:**

Full Name:

Position:

Date: