



# Accounts Examinations Service Enquiry Form

## A. Contact Details

<b>Name of charity/church:</b>	
Charity Number (if applicable)	Company Number (If applicable)
<b>Name of treasurer (or individual we should contact regarding accounts examination)</b>	
Contact Address:	Postcode:
Telephone Number:	Email address:

	<b>B. Current services provided by Faithstar LLP</b>		<b>Please indicate which services you require with a ✓</b>
	Accounts preparation for churches and charities		Charity Formation
	Trustee Annual Report preparation and or review		Independent examination
	Charity Governance		Organisational review
	Consultancy Helpline		Other recurring accounting services

## C. Details of the services you require:

1. Will you be preparing formal year end accounts that comply with the accounting regulations to be examined? Yes      No			
2.	If yes, on what basis are they being prepared?	Accruals	R&P
3.	If NO, would you like to instruct Faithstar to prepare the accounts?	Yes	No
4.	Approximately when will you need the work completed?		
5.	What is the accounting year for which examination is required:		
6.	What was the gross income during that year?		



#### D. Background information

1. Are the accounting records computerised? If yes which software do you use?	Yes	No
2. If the records are computerised will you be able to send them via email?	Yes	No
3. Please confirm that an accounting record is kept which records all monies received and paid	Yes	No
4. Are payments out recorded showing the name of the recipient and the purpose of the payment?	Yes	No
5. Are two persons required to authorise: a) Cheques before they are sent out? b) Electronic payments before they are made?	Yes Yes	No No
6. Are the accounting records kept up to date I.E within one month of the receipt or payment?	Yes	No
7. Are the account records agreed (reconciled) with the bank?	Yes	No
8. Will you supply a copy of the end of year bank reconciliation?	Yes	No
9. Do you receive a significant number of donations for specified purposes?	Yes	No
10. Do you run an operation which collects/distributes donated goods e.g. food?	Yes	No
11. How are cash offerings or gifts recorded?	Yes	No
12. Are they verified by a second person?	Yes	No
13. How many employees are they? 0 1-5 5-10 10+		
14. How many freehold or lease properties are owned:		

**Please note here any questions or comments you want to raise with us:**

#### E. Important notes

- Thank you for taking the time for completing this form. The details you have provided will be used during the setup of the service being provided to you.
- From time to time we may contact you with other services FaithStar LLP provide. Please indicate if you would like to receive these:  
Yes  No

#### F. Confirmation

I confirm that the details I have provided on this form are correct to the best of my knowledge. I have read, understood and agree to the important notes listed above:

Contact signature:

Date:

Once completed please return to Faithstar LLP Victoria Hall, Methodist Church, Norfolk St, Sheffield S1 2JB or [Faihandfinance@faithstar.org](mailto:Faihandfinance@faithstar.org)