

# DAVE HARVEY FMAAT MCIE

## INDEPENDENT EXAMINATION OF CHARITY ACCOUNTS

### Accounts Examination Service

#### Charges

To obtain a quotation for the work, the following information will be required:

Name of charity

Charity Number

Name and address of Treasurer.

*The Treasurer's telephone number or the name and telephone number of the person to be contacted regarding the accounts examination.*

Can I contact you by e-mail? If so please list.

Will you be preparing formal year end accounts that comply with the accounting regulations to be examined? YES/NO

If NO, do you want me to prepare the accounts and are you able to allow me around 6 weeks to complete them? YES/NO

Approximately when will you need the work completed and when would your records be available to start?

What is the accounting year for which examination is required

What was the gross income during that year?

Has a cash book is kept which records all monies received and paid YES/NO

Are payments out recorded showing the name of the recipient and the purpose of the payment? YES/NO

Are cheques paid out only with two signatures? YES/NO

Is the cash book kept up to date i.e., within one month of the receipt or payment? YES/NO

Is the cash book agreed (reconciled) with the bank and if so how frequently YES/NO

Will you supply a copy of the end of year bank reconciliation? YES/NO

Are the receipts and payments analysed in any way and if so how?

Do you receive a significant number of donations for specified purposes? YES/NO

Are all cash offerings or gifts banked before expenses being paid? YES/NO

If not how are payments made in cash recorded?

In the case of gift aid donations made by cash, how is the payer identified?

How many employees are there?

Are the accounting records computerised and if so which software package is being used?

If the records are computerised will you be able to send me these by email (or on disk)? YES?NO

How many freehold or lease hold properties are owned?

Please provide a copy of the Trust Deed (Memorandum and Articles if you are a company) and any additional rules/standing orders that affect the administration of the charity. If not sent please provide key details.

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