



Accounts Examination Service Enquiry Form

Please complete in **BLOCK CAPITALS**, using **BLACK INK**. Use a separate sheet if more space is required.

Your privacy is very important to us. For more information about how we handle and protect the information you provide us, visit stewardship.org.uk/privacy.

A. Contact Details

Name of church/charity:	
Contact address:	
Postcode:	Name of Treasurer: ¹
Company number (if applicable):	Charity number:*
*Is the charity also registered in Scotland or Northern Ireland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	Telephone:

¹ Or individual we should contact regarding accounts examination

B. Your Consent to Hear From Us

We'd love to keep in contact with you by email with all the latest news, free resources and advice from Stewardship. We'll never sell your personal information and will always treat it with the utmost care. You can change your consent preferences or unsubscribe at any time.

Yes please:

I'd like to receive **all** the latest news, service updates and free resources.

I'd like to receive the latest news, service updates and free resources **specifically relating to churches and Christian charities**.

C. Current Stewardship Services Used

Please indicate which of our services below you currently use (if any):

<input type="checkbox"/> Stewardship account for churches/charities	<input type="checkbox"/> Stewardship account for individuals
<input type="checkbox"/> Payroll Bureau	<input type="checkbox"/> Stewardship Payroll Giving
<input type="checkbox"/> Mortgage account	<input type="checkbox"/> Charity Formation
<input type="checkbox"/> Consultancy helpline	<input type="checkbox"/> Deposit Accounts
<input type="checkbox"/> Other recurring Accounting Services	<input type="checkbox"/> Employer Contract Pack
<input type="checkbox"/> Church Growth Trust Property Services	<input type="checkbox"/> Attended a seminar

D. Details of The Service You Require

- Will you be preparing formal year-end financial statements to be examined that comply with the accounting regulations? Yes No
 If YES, on what basis are they being prepared?¹ Accruals R&P
 If NO, would you like to instruct Stewardship to prepare the accounts? Yes No

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

Records available by:

Needed by:*

*If allowing less than 10 weeks for completion, please indicate reason:

5. Would you like to receive details of our charity telephone/mail 'support package'? Yes No
6. What is the accounting year-end for which examination is required: D D M M Y Y Y Y
7. What was the gross income during that year (or anticipated income if year-end is still in the future): £

¹ Accruals accounts now require application of the full FRS 102 SORP 2015, R&P are the simpler receipts and payments basis

E. Background information

1. Are the accounting records computerised? Yes No

If YES which software package is being used (including excel):

2. If the records are computerised will you be able to send us these by email? Yes No

3. Please confirm that an accounting record is kept which records all monies received and paid: (please tick)

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 Yes No

b) Electronic payments before they are made Yes No

6. Are the accounting records kept up-to-date i.e. within one month of the receipt or payment, with a running bank balance on each account? Yes No

7. Is the running bank balance balanced (reconciled) with the bank statement? Yes No

If YES how frequently?

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 or furniture? Yes No

11. How are cash offerings or gifts recorded and are they verified by a second person?

12. How many on average attend Sunday meetings (for churches only):

13. How many employees are there:

14. Please provide a copy of the most recent set of accounts (unless available for download from the Charity Commission or Companies House). Please tick to confirm documents are enclosed: (please tick)

If not sent provide key details:

15. How many freehold or lease hold properties are owned:

16. Please note here any questions or other comments you may that you want to raise with us:

F. Confirmation

I confirm that the details I have provided on this form are correct to the best of my knowledge:

Contact signature:

Date:

We take the handling and storage of your data very seriously and will only use it for the ways we explain in your application and our privacy notice. You have the right to object to how we process your data, including opting out of direct marketing, at any time.

Once complete, please email a scanned copy to accountexamination@stewardship.org.uk.

Alternatively to return by post, simply write: 'Freepost STEWARDSHIP' on the envelope. You don't need to include a stamp or any other address details.