

## ACCOUNTS EXAMINATION QUESTIONNAIRE

1. Name of Charity:
2. Name, address and contact number of Treasurer or  
The name and telephone number of the person we  
should contact regarding the accounts examination.
3. Have you checked that an independent examination is  
allowed in the Constitution or Trust Deed?
4. What is the accounting year for which the examination  
is required?
5. What was the gross income during that year?
6. Please confirm that a cash book is kept which records  
all monies received and paid.
7. If computerised, which system is used?
8. Are payments out recorded showing the name of  
the recipient and the purpose of the payment?
9. Is the cash book kept up to date i.e. within  
one month of the receipt or payment?
10. Is the cash book agreed with the bank?  
If so, how frequently?
11. Will you supply a copy of the end of year  
bank reconciliation?
12. Are the receipts and payments analysed in  
any way and if so how?
13. How are cash offerings or gifts recorded  
and are they verified by a second person?
14. Are all cash offerings or gifts banked? If  
not how are payments made in cash  
recorded?
15. In the case of covenanted donations made  
by cash, how is the covenantor identified  
as having made the payment?

16. What are the approximate number of entries, both receipts and payments, made in an average month?
17. How many employees does the Charity have?
18. If the records are computerised will you be able to send us these on disk and if so in what format?
19. What is the time limit which you require the examination completed in?
20. Do you require:
  - a) Us to report on your final accounts
  - b) Us to amend your draft accounts as required and then report
  - c) Us to complete of the accounts to comply with the regulations and then report.
  - d) Us to produce the final accounts and report

Signed:

Capacity:

Date:

Please send to: **Wakeling Partnership,  
95 Ham Park Road,  
London  
E15 4AD**

Tel: 020 8519 7978

E-mail: [enquiries@wakelingpartnership.co.uk](mailto:enquiries@wakelingpartnership.co.uk)