

**Audit/Reference
Pre-Enquiry Questionnaire**
1 Gift Aid declarations

How many Gift Aid declarations do you have in total?

*Office
use
only*

- How do you obtain Gift Aid declarations?

Yes

No

a) Paper

b) Oral

c) E-mail/Internet

- Do you make Gift Aid claims on Sponsored Events?

Yes

No

Do you claim Gift Aid on Deeds of Covenant?

Yes

No

If yes how many?

- How do you store your Gift Aid declarations?

2 Donations / Income received

- How do you receive donations?

Yes

No

a) Cash/Cheque

b) Standing Order

c) Direct Debit

d) Credit Card

e) Internet

- How & where are the donations recorded?

Do you use an envelope scheme for cash/cheque donations.

- How many Bank Accounts do you use to receive Gift Aid donations?

- Do you make claims on Other Income e.g. Legacy/bank interest received?

Yes

No

*Office
use
only*

3 Other Information

Office
use
only

• Does the Charity have paid employees (full or part time)? Yes No

• Does the Charity operate a PAYE scheme for its paid employees Yes No

• If "YES" please state your tax reference and the name of your Tax district _____

Ref

Dist

• Do you provide anything in return for donations made to the charity? Yes No

If 'yes' then please give details

Please state (list on a separate sheet if necessary)

1. The date of each Income Tax repayment claim made by the charity for the 12 month period to the date of completion of the questionnaire.

Kindly show the type of income used to form each claim, i.e. Other Income, Gift Aid donations, Sponsorship Income.

2. Does another company or charity handle any aspect of your systems?

If yes what aspects the company or charity deals with and where the records are stored if not on your premises?

3. Please state the name and office of the official who will act as liaison with the auditor and state their phone and fax number.

Please state the address and the phone and fax No., where the audit will be held.

Please give any other information that you think will be relevant to this enquiry on a separate sheet of paper.

