

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

How many Gift Aid declarations do you have in total?	<input style="width: 90%;" type="text"/>			<i>Office use only</i>
• How do you obtain Gift Aid declarations?	<b>Yes</b>		<b>No</b>	
a) Paper	<input type="checkbox"/>		<input type="checkbox"/>	
b) Oral	<input type="checkbox"/>		<input type="checkbox"/>	
c) E-mail/Internet	<input type="checkbox"/>		<input type="checkbox"/>	
• Do you make Gift Aid claims on Sponsored Events?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
Do you claim Gift Aid on Deeds of Covenant? If yes how many?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
• How do you store your Gift Aid declarations?				<input type="checkbox"/>

**2 Donations / Income received**

				<i>Office use only</i>
• How do you receive donations?	<b>Yes</b>		<b>No</b>	
a) Cash/Cheque	<input type="checkbox"/>		<input type="checkbox"/>	
b) Standing Order	<input type="checkbox"/>		<input type="checkbox"/>	
c) Direct Debit	<input type="checkbox"/>		<input type="checkbox"/>	
d) Credit Card	<input type="checkbox"/>		<input type="checkbox"/>	
e) Internet	<input type="checkbox"/>		<input type="checkbox"/>	
• 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?		<input style="width: 90%;" type="text"/>		<input type="checkbox"/>
• Do you make claims on Other Income e.g. Legacy/bank interest received?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

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### 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.**

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