

Date: Click or tap to enter a date.

### 1. Contact Details

Organisation Name:	Click or tap here to enter text.
Contact person:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Telephone no:	Click or tap here to enter text.
Email address:	Click or tap here to enter text.

### 2. Organisation Status

Organisation status:	Choose an item.
Charity no. if applicable:	Click or tap here to enter text.
Company no. if applicable:	Click or tap here to enter text.

### 3. Finance

Accounts period to be examined: Click or tap to enter a date. Click or tap to enter a date.	
Book-keeping: If Computerised system please state name of software: Choose an item.	
Gross income £:	Click or tap here to enter text.
Number of bank accounts:	Choose an item.
Please tick if bank reconciliation completed:	<input type="checkbox"/>
Number of petty cash accounts:	Choose an item.
Number of Departments	Choose an item.
Number of funding streams:	Choose an item.
Number of paid staff:	Click or tap here to enter text.

The fee will be calculated on the above information provided by the organisation. Community Accounting Services reserves the right to adjust this if the situation isn't as stated.

Discounts are available to organisations using one or more of Voluntary Acton Rotherham services. Other services include Payroll, Hr and DBS.

**Please return the completed form to: [simon.brook@varotherham.org.uk](mailto:simon.brook@varotherham.org.uk)**