**RCCE Accounting Service**

**Enquiry Form** – please complete and return to: Sue Gibson-

RCCE, Threshelfords Business Park, Inworth Road, Feering, Essex, CO6 9SE

[sue.gibson@essexrcc.org.uk](mailto:sue.gibson@essexrcc.org.uk) Tel: 01376 574330

Name: ……………………………………………………………………………………………………………………………………………..

Village Hall/Community Building ……………………………………………………………………………………………………..

Your address ………………………………………………………………………………………………………………………..............

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Email address ………………………………………………………………………………………………………………………………….

Telephone number ………………………………………………………………………………………………………………………….

I am interested in (please tick box):

Attending a Village Halls & Community Buildings Training event for Treasurers

One to One support for:

Book-keeping

Excel template

Changing from manual to electronic accounting systems

Charity requirements including Trustees Annual Report and preparation of

Annual Accounts

Independent Examination of year end accounts

Please provide a copy of your latest accounts and RCCE will advise on costs

If you require other financial support, advice and information from RCCE, please state below your requirements and we will confirm if we able to provide this for you:

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