

BLOCKCHAIN ACCOUNTING (BCAC)

UNDERSTANDING YOUR BUSINESS

COMPANY ACCOUNTING AND BOOKEEPING STATEMENT OF FACT



Please Call 0208 158 6123 or Email (Ateam@BCAccounting.Org)

Please Note the Following:

The questionnaire that follows is to gain a good understanding of your business only

YOUR INFORMATION IS TOTALLY PRIVATE AND CONFIDENTIAL

The information below is destroyed within six months if the quotation is not accepted.

Or sooner if you prefer

Please provide as much information as possible

Do not forget to send over your latest set of Management and Financial Accounts

Company Details

Position within the Company	
Full Name	
Company Name	
Company Number	
Address 1	
Address 2	
City	
County	
Postcode	
Telephone	
Mobile Telephone	
Web Address	
Email	

Services and Documents Required

- Bookkeeping Only
- External Audit Needed (BCAC Refer to External Auditors)
- Minimum Financial Documents required
 - Statement of Fin Position
 - State of Comprehensive Income
 - CashFlow Statement
- Abbreviated Accounts Only
 - Management Reports
 - Please Give details Below
- Stock Control Work Required (Referred Out)

Please Give Further Details

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Turnover

Estimated Present Turnover (Per Annum)

Last Year Exact Turnover (If Known)

Number of Monthly Invoices (Calculation Min. 20)

BCAC to Raise Sales Invoices?

Industry Type and Complexity

Accounting Jurisdiction

International Financial Reporting Standards Used

UK GAAP

US GAAP

Crypto used as Currency or Investments

Industry Type

Foreign Currency Transactions (%)

Bookkeeping frequency Needed (Weekly/Monthly)

On Site Support Needed

Number of Joint Ventures

Number of Companies in Group

Divisions Held

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Complexity in Accounting Policy, Company Law or Structure for example

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Fixed Assets Valuations

Fixed Asset Valuation		<input type="text"/>
Average Annual Purchase of Fixed Assets		<input type="text"/>
Investments		<input type="text"/>
Average Annual Investments and Disposals	<input type="checkbox"/>	<input type="text"/>
Intangible Assets		<input type="text"/>
Construction Contracts	<input type="checkbox"/>	<input type="text"/>
Investments in Associates	<input type="checkbox"/>	<input type="text"/>
Exploration or Similar	<input type="checkbox"/>	<input type="text"/>
Other Financial Instruments & complexity	<input type="checkbox"/>	<input type="text"/>

Please Give Further Details

Current Assets

Stock Control & Details		
Stock Valuation to organise	<input type="checkbox"/>	<input type="text"/>
Stock Control System to organise	<input type="checkbox"/>	<input type="text"/>
Debtors		
Number of Debtors		<input type="text"/>
Debtor Control Service to arrange	<input type="checkbox"/>	<input type="text"/>
Cash and Money markets (Details Below)	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="text"/>

Crypto Investments

Number of Alternate Crypto Assets Held	<input type="text"/>
Transactions per Month	<input type="text"/>
Software Used	<input type="text"/>
Number of Exchanges Used	<input type="text"/>

Please Give Further Details

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Blockchain Technology and Investments

Internal Blockchain Technology Used

Blockchain Pratul Used

Please Give Further Details

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Creditors and Long-Term Liabilities

Number of Long-Term Loans

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Repayable governmental loans and grants

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Please Give Further Details

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Primary Documents

Number of Monthly Primary Documents to process (Invoices, Sales Receipts, Payslips for Example)	<input type="text"/>
% Paper Document Used	<input type="text"/>
Staples in Primary Documents	<input type="checkbox"/>
Primary Documents to be held By:	
BCAC	<input type="checkbox"/>
Client Directly	<input type="checkbox"/>
Scanned and Storage Needed	<input type="checkbox"/>
Access to BCAC Servers Needed?	<input type="checkbox"/>
Organisational Only	<input type="checkbox"/>
File Servers	<input type="checkbox"/>
Intended primary document Access	
Emailed to BCAC (%)	<input type="text"/>
Upload to BCAC Servers(%)	<input type="text"/>
Direct Client System Access (%)	<input type="text"/>
Posted to BCAC (%)	<input type="text"/>
Staples in Primary Documents	<input type="checkbox"/>
Bank Feeds Enabled	<input type="checkbox"/>

VAT & EC Sales Registration

VAT Registered?	<input type="checkbox"/>
EC Sales List Necessary?	<input type="checkbox"/>
Number of EC Sales List Quarterly Lines	<input type="text"/>
Monthly VAT Returns Needed	<input type="checkbox"/>
Quarterly VAT Returns Needed	<input type="checkbox"/>

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Monthly Cash, Bank and Merchant Accounts

Monthly Bank and Cash Entries

Number of Active Bank & Cash Accounts?

Number of Credit Card or Charge Card Accounts?

Personal (%)

Business (%)

% Using Bank Feeds

Monthly Merchant Account Statements and Number

Online Merchant Accounts

Leases (And Number)

Operating

Financial

Crypto Used as Cash

Other regular transactions

<input type="checkbox"/>	

Please Give Further Details

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PAYROLL

Number of Employees	<input type="text"/>
Pension Scheme in place?	<input type="checkbox"/>
% in Autoenrollment Scheme	<input type="checkbox"/>
Autoenrollment's with VNAC?	<input type="checkbox"/>
Benefit in Kind Employee	<input type="checkbox"/>
CIS Provision Needed	<input type="checkbox"/>
Number of CIS Employees	<input type="text"/>
% Employees Paid Weekly	<input type="text"/>
% Employees Paid Monthly	<input type="text"/>
% Employees Paid Quarterly	<input type="text" value="100%"/>
Check Total on % Above (Internal)	Yes
Share Based Payment Schemes	<input type="checkbox"/>
Number of Transactions per Year	<input type="text"/>
Number of Directors	<input type="text"/>
Directors Loans as Benefit	<input type="checkbox"/>
Directors Related Party Transactions	<input type="checkbox"/>
Estimated Number of Directors' Transactions	<input type="text"/>
Benefit in Kind Director	<input type="checkbox"/>
Average number of Dividends Paid per Annum	<input type="text"/>

Please Give Further Details

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Constitutional & Administration

Basic Constitutional Documents

Confirmation Statement Needed Annually

Preference Shares Issued

Related Party Transactions

Valuation of these Transactions

Directors Loans

Number of Contracts in Place

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Other Relevant Information: Please Give Further Details

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Amendments forthcoming

- Takeover / Mergers
- Provisions & Contingent Liabilities
- Impairment of Assets
- Other Errors known
- Tax investigations pending
- Tax planning schemes in Place?

Software Used

- Xero
- QuickBooks
- Oracle Financials
- SAP
- MS Dynamics
- Others

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Payment Method (Generally we ask for payments in advance)

- Direct Debit (Discounted Price)
- Net 30 Days

Other Relevant Information

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Please add any relevant additional documents that may help us with the quotation

Included

- Financial Accounts
- Management Accounts
- Other
- Temporary Access to Online Accounts Granted

PLEASE NOTE: WE MAY BOTHER YOU WITH MORE QUESTIONS

Signature

Full Name

Date

I confirm that the information stated above is accurate and as complete as possible, to the best of my knowledge.

Signature

PLEASE SEND TO THE FOLLOWING

Scan or Photo and Email:
ATEAM@BCACCOUNTING.ORG

Post:
New Quotations
Blockchain Accounting Limited
124 City Road
London
EC1V 2NX

Internal USE ONLY. Please do not Fill out

Bookkeeping & Financial Reporting Estimate Number

Complexity Score

- Bookkeeping and Accounting
 - Constructional
 - Administration
 - Provisions and Liabilities
 - Share Capital
 - Blockchain Technology and Crypto
 - Cash and Bank
- | |
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