

BRIEF USER GUIDE FOR TAKING PART IN THE AUDIT

Cambridge Judge Business School

Diocese of Ely

Allchurches Trust

Historic England

CHURCH BUILDINGS & COMMUNITY AUDIT

Filling in the REACH Ely audit form is very simple. Here are some hints to help you.

PCCs are encouraged to collaborate on this - please circulate the pdf or paper version of the form to prepare your answers. Different members will be better placed to answer the different sections - for example, your treasurer would be well-placed to answer the Church Finance section.

When you feel you are ready to fill in the online form, please note:

- The online form should be filled in from one computer or tablet only, using the same browser software (eg Chrome, or Edge) throughout
- You do not have to do the whole form in a single sitting. If you return to the link the following day (for example) you will find it just as you left it.
- Please select the name of your church and your deanery on the first page
- You do not have to "save" your answers - they will be saved automatically
- You can move forwards and backwards in the form using the arrows at the bottom of the page. If you make a mistake you can just go back and change it.
- It is only when you press "submit" on the last question that your answers are finalised.
- Please read each question carefully before answering
- If you really don't know an answer, it's fine to leave it blank. If you think you can make a reasonable guess at an answer, please do.