

House to House Collections

Form of Statement

Name of the person to whom the permit was granted

Address of the person to whom the permit was granted

.....

Name of the charity or fund which is to benefit

Date of collection

Show nil entries

Proceeds of Collection	Amount £	Total £	Expenses & Application of Proceeds	Amount £	Total £
From collectors, as in lists of collectors and amounts attached hereto			Printing & Stationery		
			Postage		
			Advertising		
			Collecting Boxes		
			Badges		
			Emblems		
Interest on proceeds.....			Other items (if any):-		
				
Other items (if any):-				
.....					
.....			Disposal of Balance (ie. where has the money gone to?)		
TOTAL	£		TOTAL	£	

Certificate of the Person to whom the Licence was granted

I certify that to the best of my knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection to which it relates.

Date Signed

Certificate of Auditor or other Independent Responsible Person

I certify that I have obtained all the information and explanations required by me as an auditor and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection to which it relates.

Date Signed

Qualifications (see note 13(2) overleaf)..... Name

Extract From the Regulations As to House to House Collections

- 11.(1) The chief promoter of a collection in respect of which a licence has been granted shall furnish an account of the collection to the Licensing Authority by which the licence was granted within one month of the expiry of the licence. Provided that if licences are granted to the same person for collections to be made for the same purpose in more than one licensing area, a combined account of the collections made in all or any of those licensing areas may, by agreement between the chief promoter and the respective licensing authorities be made only to such of the respective authorities as may be so agreed.
- (2). The Licensing Authority may extend the period within which an account is required to be furnished to the authority if satisfied that there are special reasons for so doing.
- (3). The chief promoter of a collection which is made in connection in whole or in part with a street collection of which an account is required to be furnished to a Licensing Authority by regulations made under Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 may, if the said Licensing Authority agrees, combine the accounts of the house to house collection, insofar as it is made in connection with the street collection, with the accounts of the street collection, and the amount so included in the combined account shall not be required to form part of the account required to be furnished under paragraph (1) or, as the case may be, paragraph (2) of this regulation, so, however, that in the case of an account furnished under the said paragraph (2) the account shall show, in addition to an account in respect of monies received from house to house collections not made in connection with a street collection, a statement showing the total proceeds of all combined collections, the total expenses and the balance applied to charitable purposes.
12. The account required by the preceding regulation:-
- (a) where money has been collected, shall be furnished in the form as supplied by the Licensing Authority and, where property has been collected and sold, shall be furnished in the form set out in the Sixth Schedule to these regulations, (which can be obtained from the Licensing Authority), and in either case shall be certified by the chief promoter of the collection and by an independent responsible person as auditor; and
- (b) where property (other than money) has been collected and given away or used, shall be furnished in the form set out in the Seventh Schedule to these regulations (which can be obtained from the Licensing Authority), and shall be certified by the chief promoter and by every person responsible for the disposal of the property collected.
- 13.(1) Every account furnished under paragraph (a) of regulation 12 of these regulations shall be accompanied by vouchers for each item of the expenses and application of the proceeds and, in the case of a collection of money, by every receipt book used for the purposes of the collection and by the list referred to in paragraph (2) of regulation 4 of these regulations and the list referred to in regulation 10 of these regulations.

- (2) Paragraph (1) of this regulation shall not apply to an account certified by an auditor who is a member of an association or society of accountants incorporated at the date of these regulations or is on other grounds accepted as competent by the Licensing Authority to which the account is submitted, but where in such a case the vouchers, receipt books and lists mentioned in the said paragraph (1) are not submitted with an account, the chief promoter shall ensure that they are available for three months after the account is submitted and shall, if the authority to which the account was submitted so requires at any time within that period, submit them to that authority.