

**HOUSE TO HOUSE COLLECTIONS REGULATIONS 1947
FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION
OF PROCEEDS OF COLLECTION OF MONEY**

NAME OF PROMOTER

ADDRESS OF PROMOTER

PURPOSE OF COLLECTION

AREA TO WHICH ACCOUNT RELATES

DATE OF COLLECTION.....

N.B. A nil return must be forwarded to Halton Borough Council in the event of the collection not taking place.

PROCEEDS OF COLLECTION		EXPENSES AND APPLICATION OF PROCEEDS	
£	p	£	p
From Collectors, as in list of collectors and mounts attached hereto		Printing & Stationery	
Bank Interest		Postage	
Other items (if any)		Advertising	
		Collecting Boxes	
		Other items (if any)	
		Disposal of Balance	
		(insert particulars)	
TOTAL		TOTAL	

Certificate of Chief Promoter

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

Signed

Certificate of Auditor/Bank into which Funds were paid

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

Signed.....

This form should be accompanied by vouchers for each item of expenses and application of the proceeds and in the case of a collection of money, by every receipt book used for the purpose of the collection and the lists showing the issue to collectors of collecting boxes and/or receipt books and the lists showing the amounts of contributions contained in the collecting boxes or entered in the receipt books of their return.

The preceding paragraph will not apply to an account certified by a properly qualified auditor.