



House-to-House Collection Act 1939
House-to-House Collections Regulations 1947

**Form of Account of Expenses, Proceeds & Application of
 Proceeds of Collection of Money**

Surname of Chief Promoter:	
Other Names:	
Address of Chief Promoter:	
Purpose of collection :	
Area to which account relates:	
Period to which account relates:	From: To:

All amounts to be entered gross			
Proceeds of collection	Amount (£)	Expenses and application of proceeds	Amount (£)
From collectors, as in lists of collectors and amounts 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 proceeds, expenses and application of the proceeds of the collection to which it relates

Date	
Signed	

CERTIFICATE OF AUDITOR

I certify that I have obtained all the information and explanations required by me as auditor 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.

Date	
Signed	
Qualifications	

**Please return form to: Licensing Office, Winchester City Council, City Offices,
Colebrook Street, Winchester SO23 9LJ**



Form of account of expenses, proceeds and application of proceeds of collection of property sold or collected for sale

Surname of Chief Promoter:	
Other Names:	
Address of Chief Promoter:	
Purpose of collection :	
Area to which account relates:	
Period to which account relates:	From: To:

CASH ACCOUNT (All amounts to be entered gross)			
Monetary Receipts	Amount (£)	Expenses and application of receipts	Amount (£)
Amount obtained during period of account by sales of property collected.		Items of expense incurred during the period of account other than expenses incurred for the purpose of converting property collected into cash, viz:	
Bank Interest		Items of expense incurred during period of account for the purpose of converting property collected into cash, viz:	
Other Items if any:		Advertising	
		Disposal of balance (insert particulars)	
Total (£)		Total (£)	



VALUATION OF PROPERTY COLLECTED

Estimated value of property collected during period of account £

If the estimated value is not equal to the difference between the 'amount obtained by sales of property collected' and the total of the 'items of expense incurred during period of account for the purpose of converting property collected into cash', as stated in the cash account, an explanation should be given.

CERTIFICATE OF CHIEF PROMOTER

I certify to the best of my knowledge and belief the above is a true account of the expenses and the value and application of the proceeds of collection to which it relates, and that none of the property to which it relates has been disposed of otherwise than by sale, unless found useless and destroyed or otherwise disposed of as rubbish.

Date	
Signed	

CERTIFICATE OF AUDITOR

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

Date	
Signed	

Please return form to: Licensing Office, Winchester City Council, City Offices, Colebrook Street, Winchester SO23 9LJ



Form of account of collection of property (other than money) given away, used or collected for giving away

Surname of Chief Promoter:	
Other Names:	
Address of Chief Promoter:	
Purpose of collection :	
Area to which account relates:	
Period to which account relates:	From: To:

I certify that to the best of my knowledge and belief all property collected in the collection of which particulars are given above (unless found useless and destroyed or otherwise disposed of as rubbish) has been given away or used for charitable purposes as follow:-

(insert all particulars of disposal of property collected)

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Date		
Signed		Chief Promoter

I further certify that the above certificate has been signed by every person responsible for the disposal of the property collected.

Date		
Signed		Chief Promoter

Please return form to: Licensing Office, Winchester City Council, City Offices, Colebrook Street, Winchester SO23 9LJ