House to House Collections Act 1939

**House To House Collections Regulations 1947**

**Fifth Schedule**

**Form of account of expenses, proceeds and**

**application of proceeds of collection of money**

|  |  |
| --- | --- |
| **Licence number** | CHH2H |
| **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 and stationery |  |
| Bank interest |  | Postage |  |
| Other items (if any) |  | Advertising |  |
|  |  | Collecting boxes |  |
|  |  | Other items (if any) |  |
|  |  |  |  |
| Disposal of balance (insert particulars) | |
|  |  |
| **Total:** |  | **Total:** |  |

**See notes overleaf before completing the following section**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  | Dated |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Certificate of auditor | | | |
| I certify that I have obtained all the information and explanations required to 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. | | | |
| Signed |  | Dated |  |
| Full name |  | Qualification |  |

**Notes**

To comply with the regulations, you must have the account certified where shown by an independent responsible person as auditor. If that person is not a qualified accountant, you must also provide the following with this return:

1. Vouchers for each item of the expenses and the application of the proceeds of the collection.
2. If collecting boxes have not been used, the receipt books containing receipts for the money collected.
3. A list of collectors showing their names and addresses and the distinguishing number of the boxes (or receipt books) issued to them.
4. A list showing the amount of money contained in each collecting box.

For the purposes of this form a qualified accountant means a member of one or more of the following bodies: AAT, ACCA, CIMA, ICAEW, ICAS, CIOT and ATT.

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House to House Collections Act 1939

**House To House Collections Regulations 1947**

Sixth Schedule

**Form of account of expenses, proceeds and application of proceeds**

**of collection of property sold or collected for sale**

|  |  |
| --- | --- |
| **Licence number** | CHH2H |
| **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 monetary receipts** | **Amount (£)** |
| Amount obtained during period of account by sales of property collected |  | Items of expense incurred during period of account, other than expenses incurred for the purpose of converting property collected into cash, namely (give details): |  |
| Bank interest |  |  |  |
| Other items (if any) |  |  |  |
|  |  |  |  |
|  |  | Items of expense incurred during period of account for the purpose of converting property collected into cash, namely (give details): |  |
|  |  |
|  |  |
| 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 during period of account 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 account, an explanation should be given.

**See notes below before completing the following section**

|  |  |  |  |
| --- | --- | --- | --- |
| Certificate of chief promoter | | | |
| I certify that to the best of my knowledge and belief the above is a true account of the expenses and the value and the application of the proceeds of the 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. | | | |
| Signed |  | Dated |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Certificate of auditor | | | |
| I certify that I have obtained all the information and explanations required to 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. | | | |
| Signed |  | Dated |  |
| Full name |  | Qualification |  |

**Notes**

To comply with the regulations, you must have the account certified where shown by an independent responsible person as auditor. If that person is not a qualified accountant, you must also provide the following with this return:

1. Vouchers for each item of the expenses and the application of the proceeds of the collection.
2. If collecting boxes have not been used, the receipt books containing receipts for the money collected.
3. A list of collectors showing their names and addresses and the distinguishing number of the boxes (or receipt books) issued to them.
4. A list showing the amount of money contained in each collecting box.

For the purposes of this form a qualified accountant means a member of one or more of the following bodies: AAT, ACCA, CIMA, ICAEW, ICAS, CIOT and ATT.

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House to House Collections Act 1939

**House To House Collections Regulations 1947**

Seventh Schedule

**Form of account of collection of property (other than money)**

**given away, used, or collected for giving away**

|  |  |
| --- | --- |
| **Licence number** | CHH2H |
| **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 follows: | | | |
| *(here insert particulars of disposal of property collected)* | | | |
| Signed(chief promoter) |  | Dated |  |
| Signed |  | Dated |  |
| Signed |  | Dated |  |
| Signed |  | Dated |  |
| I further certify that the above certificate has been signed by every person responsible for the disposal of the property collected. | | | |
| Signed (chief promoter) |  | Dated |  |

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