

HOUSE TO HOUSE COLLECTIONS ACT 1939

FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION

OF COLLECTION OF MONEY

Name of Chief Promoter:-

Address of Chief Promoter:-

Purpose of collection:-

Area to which account relates:-

Period of which account relates:-

All amounts to be entered gross

Proceeds of Collection		Expense and application of proceeds	
	, p		, p
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 expenses, proceeds 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 collections to which it relates.

Date _____ Signed _____

* See overleaf extract from Regulations

Please return to the Chief Executive and Town Clerk=s Department, Canterbury City Council, Military Road, Canterbury, Kent CT1 1YW

HOUSE TO HOUSE COLLECTIONS ACT 1939

EXTRACT FROM HOUSE TO HOUSE COLLECTIONS REGULATIONS 1947

- (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 local authority by which the licence was granted **within one month of the expiry of the licence.**
- (2) Provided that if licences are granted to the same person for collections to be made for the same purpose in more than one local authority area, a combined account of the collections made in all or any of those local authority areas may, by agreement between the Chief Promoter and the respective local authorities, be made only to such of the respective local authorities as may be so agreed.
- (3) The local authority may extend the period within which an account is required to be furnished, if satisfied that there are special reasons for so doing.
- (4) 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 local authority by regulations made under Section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916, may combine the accounts of the house to house collection, in so far 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).
- (5) Except as provided in paragraph (6), an account furnished under paragraph (1) 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 showing the name and address of the collectors, the distinguishing number of any collecting box or receipt books issued, and the amount of money obtained from the collecting box or the total amount of the contributions entered in the receipt books.
- (6) * The terms of paragraph (5) shall not apply to an account provided it is certified by an auditor who is a member of an association or society of accounts incorporated on 12 December 1947 or who is on other grounds accepted as competent by the local authority, but where in such a case the vouchers, receipt books and lists mentioned in paragraph (5) 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 submit them to the local authority if so required.