



# RUNNYMEDE BOROUGH COUNCIL

## HOUSE TO HOUSE COLLECTIONS ACT 1939

### FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION OF PROCEEDS OF COLLECTION OF MONEY

Name and address of promoter .....

Name of organisation responsible for the collection or sale .....

Name of the Charity or Fund which is to benefit .....

Object of collection .....

Area to which account relates .....

Date of collection .....

All amounts to be entered GROSS. Show nil entries.

| Proceeds of collection   |   |   | Expenses and application of proceeds  |   |   |
|--|---|---|---|---|---|
|  | £ | p |   | £ | p |
| From Collectors as in lists of Collectors<br>and amounts attached hereto .. .. .<br>.....                              |   |   | Printing and stationery   |   |   |
| Bank interest .. .. .  |   |   | Postage .. .. .   |   |   |
| Other items (if any) .. .. .<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |   |   | Advertising .. .. .   |   |   |
|  |   |   | Collecting boxes .. .. .  |   |   |
|  |   |   | Other items (if any) .. .. .<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....                |   |   |
|  |   |   | Disposal of balance<br>(insert particulars)<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |   |   |
| 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 house to house 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 .....

A STATEMENT IN THIS FORM MUST BE COMPLETED AND FORWARDED TO MISS C PINNOCK,  
DEPARTMENT OF ADMINISTRATION AND LEISURE, RUNNYMEDE BOROUGH COUNCIL,  
CIVIC OFFICES, STATION ROAD, ADDLESTONE, SURREY, KT15 2AH  
**WITHIN ONE MONTH OF THE DATE OF THE COLLECTION.**