RUNNYMEDE BOROUGH COUNCIL

SCHEDULE

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 or sale .....

Date of collection or sale .....

All amounts to be entered GROSS. Show nil entries.

Proceeds of collection	£ p	Expenses and application of proceeds	£ p
From street collection or sale as per list of collectors and vendors and amounts attached hereto		Printing and stationery	
Bank interest		Postage	
Other items (if any)		Advertising	
		Street collection boxes and carriage	
		Badges and emblems	
		Other items (if any) including travelling and other expenses.	
		Payments approved under regulation 15(2)	
		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 street 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, COMMITTEE SECTION, 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.