



**Horsham
District
Council**

**House to House Collections Act 1939
House to House Collections Regulations
1947 Schedule and Form of Statement**

Name of Person to whom the licence was granted :

Permit Number:

Name of charity or fund which is to benefit:

Date of collection:

Show NIL entries

<u>Proceeds of Collection</u>	<u>Amount</u>	<u>Expenses and application of proceeds</u>	<u>Amount</u>
From collecting boxes:	Print & Stationery
		Postage
Interest on proceeds	Advertising
		Collecting Boxes
Other items	Badges
		Emblems
		Other items
		Disposal of Balance (insert particulars)
TOTAL	TOTAL

Certificate of the person to whom the Licence was granted.

Signed:

Date:

Certificate of Accountant or Independent Responsible Person.

I certify that I have obtained all the information and explanation required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection.

Qualifications:

Signed:

Date:

Notes

Within one month after the date of collection the following must be forwarded to the head of Public Health & Licensing at the address given below.

- A the statement showing the amount received and the expenses and payments incurred in connection with such a collection, must be certified by the licence holder or person authorised by the licence holder that person and either a qualified accountant or an independent responsible person acceptable to the Council
- B a list of collectors
- C a list of amounts contained in each collection box; and shall, if required by the Council, satisfy it as to the proper application of the proceeds of the collection.

The Council, may if satisfied there are any special reasons for so doing, extend the period of one month referred to above. If you have any queries please telephone 01403 215488.