



GUILDFORD
B O R O U G H

CHARITY COLLECTION FORM

House to House Collections Act 1939 / Police Factories
Etc. (Miscellaneous Provisions) Act 1916

Tick off each of the following before you submit this form.

You are providing evidence showing that money has been paid to the charity		
At least 80% of the collected money has been donated to the charity		

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

Name of Society/Charity:	
STR or HSE No:	
Name and Address of Chief Promoter:	
Date(s) of collection or sale:	
Area to which the account relates:	

ALL AMOUNTS TO BE ENTERED GROSS

Proceeds of collection	£
From collectors as per lists of collectors and amounts attached hereto	
Bank Interest	
Other items (if any, list below)	
TOTAL	

Expenses and application of proceeds	£
Printing and stationery	
Postage	
Advertising	
Collecting boxes	
Other items (if any, list below)	
Disposal of balance (insert particulars below)	
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.

(Signed) _____

Date: _____

CERTIFICATE OF AUDITOR: I certify that I have obtained all the information and explanations required by me as an 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) _____

Date: _____

Qualifications: _____

(A statement in this form must be completed and forwarded to the Licensing Team, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB, RegulatoryServices@guildford.gov.uk within **one month** of the expiration of the permit.)