



Elmbridge Borough Council

... bridging the communities ...

Environmental Services
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House-to-House Collection Act 1939 House-to-House Collections Regulations 1947 – Fifth Schedule

Form of Account of Expenses, Proceeds & Application of Proceeds of Collection Money or Goods Collected

Please complete this form in **BLOCK CAPITALS**

Surname of Chief Promoter:	
Other names:	
Address of Chief Promoter:	
Purpose of collection:	
Area to which account relates:	
Period to which account relates:	From: To:

Proceeds of collection	Amount (£)	Expenses and application of proceeds	Amount (£)
(Please tick whichever applies below) From collection boxes <input type="checkbox"/> or Amount obtained from <input type="checkbox"/> sales of property collected		Printing & stationery	
		Postage	
		Advertising	
		Collecting boxes	
		Badges	
		Collecting Bags:	
		Payment to Collectors:	
		Payment to Distributors:	
		Other items:	

Bank Interest on proceeds:		Payments approved under regulation 16(2)	
		Disposal of balance (insert particulars)	
		*Items of expense incurred during period of account other than expenses incurred for the purpose of converting property collected into cash:	
		*Items of expense incurred during period of account for the purpose of converting property collected into cash:	
Total (£)		Total (£)	

Certification – Collecting Boxes (for collecting boxes only)

Certificate of the person to whom the permit was granted

I certify that to the best of my knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Date	
Signed	

Certificate of Accountant

I certify that I have obtained all the information and explanations 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.

Date	
Signed	
Qualifications	

Valuation of Property Collected (for sales of property collected only)

Estimated value of property collected during period of account £ _____.

(If the estimated value is not equal to the difference between the 'amount obtained by sales of property collected' and the total of the 'items of expense incurred during period of account for the purpose of converting property collected into cash' as stated in the cash account, an explanation should be given.

Certificate of Chief Promoter

I certify that to the best of my knowledge and belief the above is a true account of the expenses and the value and application of the proceeds of the collection to which it relates and that none of the property to which it relates has been disposed of otherwise than by sale, unless found useless and destroyed or otherwise disposed of as rubbish.

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 monetary receipts and expenses and application of the monetary receipts of the collection to which it relates.

Date	
Signed	