



**HOUSE TO HOUSE COLLECTION**

**Form of account of expenses, proceeds and application of proceeds of collection of property sold or collected for sale**

Name of person to whom the permit was granted (Chief Promoter) .....

Address of the person to whom the permit was granted .....

.....

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

Period to which account relates .....

Please append a list of all collectors

List of Collectors

Show Nil Entries

PROCEEDS FROM COLLECTION	AMOUNT	EXPENSES AND APPLICATION OF PROCEEDS	AMOUNT
Amount obtained during period of account by sales of property collected		Items of expense incurred during period of account, other than expenses incurred for the purpose of converting property collected into cash	
Interest on proceeds		Items of expense incurred during period of account for the purpose of converting property collected into cash	
		Disposal of balance (insert particulars)	
<b>TOTAL</b>		<b>TOTAL</b>	

## VALUATION OF PROPERTY COLLECTED

Estimated value of property collected during period of account

£.....

If the estimated value is not equal to the difference between the 'account 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 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**.....

### NOTES

- 1) This form should be completed and returned to:

The Licensing Department  
Mansfield District Council  
Civic Centre  
Chesterfield Road South  
Mansfield  
Nottinghamshire  
NG19 7BH

Within one month of the date of the final collection or before the next application is submitted.