LICHFIELD DISTRICT COUNCIL

HOUSE TO HOUSE FORM OF STATEMENT

|  |  |
| --- | --- |
| STATEMENT OF ACCOUNTS in respect of a House to House Collection made in | |
| On the | |
| Name and Address of person to whom the permit was issued |  |
|  |  |
|  |  |
| Name of charity or fund which is to benefit |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Proceeds of Collection | Amount | Total | Expenses and Application | Amount | Total |
| From Collecting boxes  Interest on proceeds  Other Items  Total |  |  | Printing and Stationary  Postage  Advertising  Collecting Boxes  Badges  Embles  Other Items  Payments approved under Regulation 15(2) Disposal of Balance (insert particulars)  Total |  |  |

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/Auditor

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………………………….. qualification……………………………

PLEASE NOTE:

This Statement should be completed and forwarded to the address below within one month after the date of the collection.

Licensing Department, Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs, WS13 6YX