Guidance for Promoters of

House to House Collections on completing Returns

It is the responsibility of the Chief Promoter of a House to House Collection to ensure that he is aware of and complies with the relevant provisions of the House to House Collection Regulations 1947 when submitting this account of the collection. However, the following are particularly drawn to your attention:-

1. The Chief Promoter must submit the account on the statutory form overleaf within ONE MONTH of expiry of the licence.

2. If the same Chief Promoter holds licences to collect for the same purpose and during the same period in the areas of more than one local authority he may with the agreement of each local authority concerned submit one combined account for all the collections to only one of those local authorities instead of submitting separate accounts to each.

3. Insofar as a house to house collection is made in connection with a street collection, the Chief Promoter may with the prior agreement of the Council submit a combined account of both collections.

4. Unless the account is certified by an auditor who is acceptable to the Council the Chief Promoter must submit with the account

   (a) vouchers for each item of the expenses;

   (b) vouchers in respect of application of the proceeds other than in respect of expenses;

   (c) in the case of a collection of money, every receipt book used for the purposes of the collection;

   (d) a list showing the name and address of each collector to whom a prescribed certificate of authority, prescribed badge, collecting box or receipt book has been issued together with the distinguishing number of the box or receipt book;

   (e) a list showing the distinguishing number of each collecting box opened and the amount contained in it. The list must be certified by the persons opening and counting the contents of the boxes.

5. If the account is certified by an auditor who is acceptable to the Council the documents referred to in 4(a) - (e) above need not be submitted with the account but must be retained by the Chief Promoter and made available on request to the Council for a period of three months from submission of the account.

6. An auditor will be acceptable to the Council if he is a member of one or more of the following bodies:-

   The Institute of Chartered Accountants in England and Wales.
   The Institute of Chartered Accountants in Scotland.
   The Association of Certified Accountants.
   The Institute of Chartered Accountants in Ireland.

   A person who holds an equivalent qualification may be accepted but only by prior agreement with the Council.