

FORM OF STATEMENT

(A Statement in this form, or in a form to the like effect, must be completed and forwarded to the Chief Executive, Surrey Heath Borough Council, within ONE MONTH of the date of the collection)

**Form of Account of Proceeds, Expenses and Application of Proceeds
(All amounts to be entered GROSS)**

Name of the person to whom the permit was granted:

Address of the person to whom the permit was granted:

Name of the charity or fund which is to benefit:

Date of collection:

Show nil entries

Proceeds of Collection	Amount	Total	Expenses and Application of Proceeds	Amount	Total
From collecting boxes			Printing & Stationery		
			Postage		
			Advertising		
			Collecting Boxes		
Interest on proceeds			Badges		
			Emblems		
Other items:			Other Items:		
.....				
.....				
			Payments approved under Regulation 16(2)		
			Disposal of Balance (Insert particulars)		
TOTAL £			TOTAL £		

Certificate of Promoter

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 explanation 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 to which it relates.

Date: (Signed)

Qualifications

REGULATIONS

Made by Surrey Heath Borough Council With regard to street collections

In the exercise of the powers conferred upon it by Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, as amended by Section 251 of the Local Government Act 1972 and Schedule 29 to that Act, Surrey Heath Borough Council has made the following Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the Borough of Surrey Heath to collect money or sell articles for the benefit of charitable or other purposes.

1. In the Regulation, unless the context otherwise requires –

‘Collection’ means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word ‘collector’ shall be construed accordingly;

‘promoter’ means a person who causes others to act as collectors;

‘permit’ means a permit for a collection;

‘contributor’ means a person who contributes to a collection and includes a purchaser of articles for sales for the benefit of charitable or other purposes’

‘collecting box’ means a box or other receptacle for the reception of money from contributors;

2. No collection, other than a collection taken at a meeting in the open air, shall be made in any street or public place within the Borough of Surrey Heath unless a promoter shall have obtained a permit from Surrey Heath Borough Council.
3. Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make the collection.
 - Surrey Heath Borough Council may reduce the period of one month if satisfied that there are special reasons for so doing.
4. No collection shall be made except upon the day and between the hours stated in the permit.
5. Surrey Heath Borough Council may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.
6. (1) No persons may assist or take part in any collection without the written authority of a promoter.

(2) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of Surrey Heath Borough Council or any constable.

7. No collection shall be made in any part of the carriage way of any street which has a footway.
8. No collection shall be made in manner likely to inconvenience or annoy any person.
9. No collector shall importune any person to the annoyance of such person.
10. No collector shall, without the consent of Surrey Heath Borough Council, be accompanied by an animal. This requirement shall not apply to collectors needing to be accompanied by a 'Guide, Hearing or other assistance' dog.

11. While collecting -

- (1) a collector shall remain stationary; and
- (2) a collector or two collectors together shall not be nearer to another collector than 25 meters;

Provided that Surrey Heath Borough Council may, if it thinks fit, waive the requirements of this regulation in respect of a collection which has been authorised to be held in connection with a procession.

12. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector. Provided that Surrey Heath Borough Council may permit persons of fourteen years of age or more to act as collectors where it is satisfied that it is reasonable in the circumstances of a particular collection and that collectors under sixteen years of age will be accompanied by an adult.
13.
 - 1) Every collector shall carry a collecting box.
 - 2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.
 - 3) All money received by a collector from contributors shall immediately be placed in a collecting box.
 - 4) Every collector shall deliver, unopened, all collecting boxes in his/her possession to a promoter.
14. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit nor any collecting box which is not duly numbered.
15.
 - 1) Subject to paragraph (2) below a collecting box shall be opened in the presence of a promoter and another responsible person.
 - 2) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.
 - 3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.

16. 1) No payment shall be made to any collector.
- 2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payments as may have been approved by Surrey Heath Borough Council.

17. Within one month after the date of any collection the person to whom a permit has been granted shall forward to Surrey Heath Borough Council –

17.1. a statement in the form set out in the schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such collection and certified by that person and either a qualified accountant or an independent responsible person acceptable to Surrey Heath Borough Council;

17.2. a list of the collectors;

17.3. a list of the amounts contained in each collecting box; and shall, if required by Surrey Heath Borough Council, satisfy it as to the proper application of the proceeds of the collection.

17.4. For the purpose of this regulation 'a qualified accountant' means a member of one or more of the following bodies;

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

18. These regulation shall not apply

18.1. In respect of a collection at a meeting in the open air, or

18.2. To the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.

NB As mentioned in 17.1, please find the list of independent responsible persons on the back of the Form of Statement.

List of Acceptable Independent Responsible People

Accountant	Merchant Navy Officer
Articled Clerk of a Limited Company	Manager/Personnel Officer (of a Limited Company)
Assurance Agent of Recognised Company	Member of Parliament
Bank/Building Society Official	Merchant Navy Officer
Barrister	Minister of a recognised religion
Broker	Nurse (SRN and SEN)
Chairman/Director of Limited Company	Officer of the Armed Services (Active or Retired)
Chemist	Optician
Chiropodist	Person with Honours (e.g. OBE or MBE etc.)
Christian Science Practitioner	Person with recognised qualification (e.g. BSc, PhD, etc.)
Commissioner of Oaths	Photographer (Professional)
Councillor: Local or County	Police Officer
Civil Servant (permanent)	Dentist
Post Office Official	Engineer (with professional qualifications)
President/Secretary of a recognised organisation	Fire Service Official
Salvation Army Officer	Funeral Director
Social Director	Social Worker
Insurance Agent (full time) of a recognised company	Solicitor
Surveyor	Journalist
Teacher, Lecturer	Justice of the Peace
Trade Union Officer	Travel Agent (Qualified)
Legal Secretary (members and fellows of the Institute of Legal Secretaries)	Valuers and Auctioneers (fellow and associated members of the incorporated society)
Local Government Officer	Warrant Officer and Chief Petty Officers
Manager/Personnel Officer (of Limited Company)	