



# NORTH NORFOLK DISTRICT COUNCIL

## STATEMENT OF INCOME AND EXPENDITURE

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

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

.....

.....

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

Date of collection .....

Parish where collection was held .....

(show nil entries)

Proceeds of Collection	Amount	Total	Expenses and application of Proceeds	Amount	Total
From Collection boxes			Printing and Stationery		
			Postage		
Interest on proceeds			Advertising		
			Collecting Boxes		
Other items:			Badges		
.....			Emblems		
.....			Other items:		
.....			.....		
			Payments approved under Requisition 15 (2)		
			Disposal of Balance (insert particulars)		
<b>Total</b>	£	£	<b>Total</b>	£	£

### 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 OR Responsible Person

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(s) .....

# NORTH NORFOLK DISTRICT COUNCIL

## STREET COLLECTION REGULATIONS

### Certificate of Insertion of Statement in Newspapers

**I CERTIFY THAT** a statement in accordance with No16(2) of the Street Collection Regulations was inserted into the following:

**Name of Newspaper:** .....

**Date of Insertion:** .....

**Name of Charity / Organisation:** .....

**Date of Collection:** .....

**Place where Collection was held:** .....

**Date** ..... **Signed** .....

When completed, this form, the Statement of Income and Expenditure and the List of Collectors must be returned to:

Licensing Team  
North Norfolk District Council  
Council Offices  
Holt Road  
Cromer  
Norfolk NR27 9EN

## What details should be published after the Collection has taken place?

The wording of the publication is not laid down in the Regulations but you may find the following suggested wording useful:

I, (*insert name of the Promoter or Permit Holder*) give notice that the Street Collection which took place in (*give name of town/parish*) for (*give name of Charity or Fund*) on (*give date of collection*) raised the sum of (*give amount collected*). The sum of (*give the amount of expenses and payments incurred*) was incurred in respect of expenses and payments in connection with the collection.

Please note: the information requested in *italics* **is** required by Regulation and **must not** be omitted.