

**Form of account of expenses, proceeds and  
application of proceeds of collection of money**

Licence number	CHH2H/12345/24
Surname of chief promoter	SMITH
Other names	JANE
Address of chief promoter	Abbey House, Abbey Close, Abingdon, OX14 3JE
Purpose of collection	South and Vale Friendly Society
Area to which account relates	Vale of White Horse
Period to which account relates	From: 01/01/2024 To: 01/03/2024

All amounts to be entered gross			
Proceeds of collection	Amount (£)	Expenses and application of proceeds	Amount (£)
From collectors, as in lists of collectors and amounts attached hereto	100.00	Printing and stationery	5.00
Bank interest	10.00	Postage	0.00
Other items (if any)	0.00	Advertising	10.00
		Collecting boxes	0.00
		Other items (if any)	0.00
		Disposal of balance (insert particulars)	
		Deposited into charity account	95.00
<b>Total:</b>	<b>110.00</b>	<b>Total:</b>	<b>110.00</b>

See notes overleaf before completing the following section

Certificate of chief promoter			
I certify that to the best of my knowledge and belief the above is a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.			
Signed	<i>J Smith</i>	Dated	5 April 2024

Certificate of auditor			
I certify that I have obtained all the information and explanations required to me as auditor and that the above is in my opinion a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.			
Signed	<i>R Williams</i>	Dated	5 April 2024
Full name	Ronald Williams	Qualification	ACCA

## Notes

To comply with the regulations, you must have the account certified where shown by an independent responsible person as auditor. If that person is not a qualified accountant, you must also provide the following with this return:

- (a) Vouchers for each item of the expenses and the application of the proceeds of the collection.
- (b) If collecting boxes have not been used, the receipt books containing receipts for the money collected.
- (c) A list of collectors showing their names and addresses and the distinguishing number of the boxes (or receipt books) issued to them.
- (d) A list showing the amount of money contained in each collecting box.

For the purposes of this form a qualified accountant means a member of one or more of the following bodies: AAT, ACCA, CIMA, ICAEW, ICAS, CIOT and ATT.

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SAMPLE

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

Licence number	CHH2H/12345/24
Surname of chief promoter	SMITH
Other names	JANE
Address of chief promoter	Abbey House, Abbey Close, Abingdon, OX14 3JE
Purpose of collection	South and Vale Friendly Society
Area to which account relates	Vale of White Horse
Period to which account relates	From: 01/01/2024 To: 31/03/2024

<b>CASH ACCOUNT</b>			
All amounts to be entered gross			
Monetary receipts	Amount (£)	Expenses and application of monetary receipts	Amount (£)
Amount obtained during period of account by sales of property collected	500.00	Items of expense incurred during period of account, other than expenses incurred for the purpose of converting property collected into cash, namely (give details):	
Bank interest	5.00	Printing and stationery	5.00
		Collecting bags	10.00
Other items (if any)		Fuel	5.00
Cash donations	5.00	Items of expense incurred during period of account for the purpose of converting property collected into cash, namely (give details):	
		None (all items resold at a free event)	0.00
		Disposal of Balance (insert particulars)	
			480.00
<b>Total:</b>	<b>510.00</b>	<b>Total:</b>	<b>510.00</b>

<b>Valuation of property collected</b>	
Estimated value of property collected during period of account:	<b>£500.00</b>

If the estimated value is not equal to the difference between the "amount obtained during period of account 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 account, an explanation should be given.

**See notes below before completing the following section**

<b>Certificate of chief promoter</b>			
I certify that to the best of my knowledge and belief the above is a true account of the expenses and the value and the 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.			
Signed	<i>J Smith</i>	Dated	5 April 2024

<b>Certificate of auditor</b>			
I certify that I have obtained all the information and explanations required to me as auditor and that the above is in my opinion a true account of the monetary receipts and expenses and application of the monetary receipts of the collection to which it relates.			
Signed	<i>R Williams</i>	Dated	5 April 2024
Full name	Ronald Williams	Qualification	ACCA

**Notes**

To comply with the regulations, you must have the account certified where shown by an independent responsible person as auditor. If that person is not a qualified accountant, you must also provide the following with this return:

- (a) Vouchers for each item of the expenses and the application of the proceeds of the collection.
- (b) If collecting boxes have not been used, the receipt books containing receipts for the money collected.
- (c) A list of collectors showing their names and addresses and the distinguishing number of the boxes (or receipt books) issued to them.
- (d) A list showing the amount of money contained in each collecting box.

For the purposes of this form a qualified accountant means a member of one or more of the following bodies: AAT, ACCA, CIMA, ICAEW, ICAS, CIOT and ATT.

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**Form of account of collection of property (other than money)  
 given away, used, or collected for giving away**

Licence number	CHH2H/12345/24
Surname of chief promoter	SMITH
Other names	JANE
Address of chief promoter	Abbey House, Abbey Close, Abingdon, OX14 3JE
Purpose of collection	South and Vale Friendly Society
Area to which account relates	Vale of White Horse
Period to which account relates	From: 01/01/2024 To: 31/03/2024

I certify that to the best of my knowledge and belief all property collected in the collection of which particulars are given above (unless found useless and destroyed or otherwise disposed of as rubbish) has been given away or used for charitable purposes as follows:

*(here insert particulars of disposal of property collected)*

Old clothing – donated to local homeless shelters and other local charities.

Signed (chief promoter)	<i>J Smith</i>	Dated	5 April 2024
Signed	<i>C Richardson</i>	Dated	5 April 2024
Signed		Dated	
Signed		Dated	
I further certify that the above certificate has been signed by every person responsible for the disposal of the property collected.			
Signed (chief promoter)	<i>J Smith</i>	Dated	5 April 2024

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