

**ROCHFORD DISTRICT COUNCIL**  
**HOUSE TO HOUSE / STREET\* COLLECTIONS**  
**STATEMENT OF AMOUNT COLLECTED AND EXPENSES INCURRED**

Name of Person, Society, Committee or Body of Persons responsible for the collection or sale

.....

Name and Address of the Hon. Secretary

.....

Object of Collection or Sale.....

Date of Collection or Sale .....Permit Number .....

**STATEMENT OF INCOME AND EXPENDITURE**

| <b>Income</b>  | <b>£</b> | <b>Expenditure</b>   | <b>£</b> |
|--|----------|--|----------|
| From House – house / Street* collection or sale as per list of Collectors and Vendors herewith. (The list must be certified) |          | Printing and Stationery  |          |
| Donations  |          | Postage  |          |
| Private contributions towards expenditure  |          | Street Collection Boxes  |          |
|  |          | Badges etc.  |          |
|  |          | Other items (if any)<br>(Vouchers for the items set out above should be forwarded with this Statement) |          |
|  |          | .....  |          |
|  |          | .....  |          |
|  | <b>£</b> |  | <b>£</b> |

Certified by Hon. Treasurer.....

**CERTIFICATE OF AUDITOR**

.....

.....

Signature:.....

Date: .....

Note: In connection with the Statement of Accounts it should be noted that in any case where the expenses of collection are defrayed privately – either wholly or in part – the particulars of the amount should be inserted on both sides of the Account.

*\*Delete as appropriate*