

ABERDEEN CITY COUNCIL

THE PUBLIC CHARITABLE COLLECTIONS (SCOTLAND) REGULATIONS 1984

Note: This form must be completed and submitted to the City Council within one month of the last date for which permission was given to collect. When completed, this form should be returned to the Legal and Democratic Services, Corporate Governance, Aberdeen City Council, Business Hub 6, First Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB

Name of Organisation:	
Date(s) of Collection:	

1:	Please state:-		
(a)	The total amount collected -		£
(b)	Any other amount attributable to the collection -		£
(c)	All expenses incurred in the collection -		£
	_____	£	
	_____	£	
	_____	£	
	_____	£	
		Total =	£
(d)	The application of the net proceeds of the collection –		
	_____	£	
	_____	£	
	_____	£	
	_____	£	
		Total =	£

CERTIFICATE BY ORGANISER

I certify, in relation to the collection(s) undertaken by me on behalf of

_____ (Organisation)

on _____ (date) that –

- (1) I have complied with the requirements of regulations 4 and 10 of the Public Charitable Collections (Scotland) Regulations, 1984 dealing with the issuing and opening of envelopes and collection boxes and the recording of their contents.
- (2) The accounts overleaf are a true account of the expenses and proceeds of the collection(s) and the payment of the net proceeds of the collection(s) to the named beneficiaries.

Date: _____

Signed: _____
(Organiser/Exempted Promoter)

Print Name: _____

Address: _____

3.

CERTIFICATE BY AUDITOR

I/we have examined the accounts overleaf of the collection(s) undertaken on behalf of

_____ (Organisation)

on _____ (Date)

and have obtained all the information and explanations which I/we considered necessary.

In my/our opinion –

- (1) the organiser and his agents have complied with the requirements of regulations 4 and 10 of the Public Charitable Collections (Scotland) Regulations, 1984 dealing with the recording of their contents.
- (2) the accounts overleaf fairly present the recorded expenses and proceeds of the collection(s) and the payment of the net proceeds of the collection(s) to the named beneficiaries.

Date: _____

Signed: _____

Print Name: _____

Address: _____

Note: The auditor must be an independent responsible person or a qualified accountant.

Qualifications: _____

DATA PROTECTION ACT 1998

Aberdeen City Council (the Data Controller) will process the information on this form for the purpose of granting or refusing this application. The information will be disclosed to Grampian Police and may also be circulated to Grampian Fire and Rescue Service and/or Enterprise, Planning and Infrastructure and Housing and Environment, Aberdeen City Council for their statutory interest and to any other relevant body. It may also be intimated to the H M Revenue & Customs. The information will also be held on a public register which will be available to members of the public on request.

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