

## HOUSE TO HOUSE COLLECTIONS GUIDANCE NOTES

### **When organising your collection you need to ensure that:-**

- Every collector wears a standard badge and carries a certificate of authority, both obtained from Her Majesty's Stationery Office;
- Collectors produce their badge on demand to the occupant of any house or any police officer or officer of the council;
- If collection boxes are used, they are sealed and consecutively numbered;
- If money or goods are collected by another means, a receipt is issued to the donator and the donation entered in a receipt book.
- Collectors do not cause annoyance or nuisance to occupants;
- Collectors are not under 16 years of age.

### **After a collection:-**

- Collecting tins should be opened in the presence of a promoter and a witness, or, if unopened, delivered to a bank to be opened and counted by an official;
- When opened, the contents of each tin should be entered on a list and certified by those present;
- A return must be made to the Council showing the total amount of monies collected, amounts from each tin and a list of collectors;
- Ensure that all certificates of authority and badges are destroyed at the end of the collection period;
- At least 85% of collected funds must be donated to the named charity – a maximum of 15% can go towards expenses.

No promoter or anyone associated with the collection can receive payment from the collection unless approved by the Council.

### **Monitoring of collections**

The Council will make any enquiries it sees fit to confirm the integrity of an organisation's collecting activities.

### **New Organisations**

If your organisation has never before applied to the Council for a charity collection licence please supply the following information with your application:-

- Whether it is a registered charity [please state number], and the objectives of the charitable cause as supplied to the Charity Commission.
- A statement of the organisation's aims as detailed in any literature;
- Details of the history of the organisation, i.e. when formed, names of Trustees, Directors, organisers, etc.
- Accounts and any relevant financial statements

### **Collection on behalf of a society**

If you or your organisation is collecting on behalf of another charity, please provide written proof of agreement from the charity to benefit.

### **Reasons for refusal**

The Council can refuse or revoke licences for various reasons, these include:-

- To limit the number of collections;
- If too high a proportion of the proceeds is likely to be spent on expenses;
- If incorrect information was provided on the licence application;
- If the promoter or any other person involved has been convicted of certain criminal offences e.g. burglary, blackmail or fraud.