



CIVIC GOVERNMENT (SCOTLAND) ACT 1982
PUBLIC CHARITABLE COLLECTION RETURN

Please read notes for Guidance attached before completing the Return.
(PLEASE COMPLETE IN BLOCK CAPITALS)

NAME AND ADDRESS OF ORGANISER	
AMOUNT COLLECTED IN THE COLLECTION	
ANY OTHER AMOUNT ATTRIBUTABLE TO THE COLLECTION	
TOTAL EXPENSES INCURRED IN CONNECTION WITH THE COLLECTION	
NAME OF FUNDS(S) OR ORGANISATION(S) AND RESPECTIVE AMOUNT(S)	

I certify, in relation to the collections(s) undertaken by me on behalf of (see Note 1)

..... On (see Note 2)

..... that;

- (i) 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 collecting boxes and the recording of their contents.
- (ii) The above accounts are a true account of the expenses and proceeds of the collection(s) and the payment of the net proceeds of the collections to the named beneficiaries.

Date: Signed:
 (ORGANISER)

(See Note 3)

I/We have examined the above accounts of the collection(s) undertaken on behalf of
 on And have obtained all the information and explanations which I/We
 consider necessary.

In my/our opinion:-

- (i) The organiser and his agents have complied with the requirements of regulations 4 and 10 of the Public Charitable Collection (Scotland) Regulations 1984 dealing with the issuing and opening of envelopes and collection boxes and recording their contents;
- (ii) The above accounts 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:
(PLEASE COMPLETE IN BLOCK CAPITALS)

(See Note 4)

Name:

Address:

Qualifications:

NOTES FOR GUIDANCE

1. Please submit the Returns form to the office(s) where you lodged your application(s):

Ross Skye and Lochaber Area:

Council Offices
High Street
Dingwall
Ross-shire, IV15 9QN

Tel. (01349) 868493

Tigh Na Sgìre
Park Lane
Portree
Isle of Skye, IV51 9GP

Tel (01478) 613824

Charles Kennedy
Building
Achintore Road
Fort William, PH33
6RQ

Tel (01397) 707233

Inverness, Nairn, Badenoch and Strathspey Area:

Council Offices
The Courthouse
Nairn
IV12 4AU

(Tel. (01667) 458516

Caithness, Sutherland & Easter Ross Area :

Caithness House
Market Place
Wick
KW1 4AB
Tel: (01955) 608214

Council Offices
Drummuie
Golspie
KW10 6TA
Tel: (01408) 635205

2. In the appropriate spaces mark the name(s) of the fund(s) or organisation(s) which have benefited from the collection(s)
3. Insert the date(s) upon which the collection(s) were carried out.
4. It is the duty of the organiser on receiving permission to organise a collection (where he is not an exempted promoter) to appoint an independent responsible person or a qualified accountant to act as auditor of the collection. A qualified accountant means a member of, or a firm, all of the partners of which are members of one of the following bodies.

The institute of Chartered Accountants of Scotland,
or in England and Wales,
or in Ireland,
or the Association of Certified Accountants.

The qualifications of the person signing the audit should be stated.