



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  
**PUBLIC CHARITABLE COLLECTION RETURN**

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

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

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 collecting 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	Tigh Na Sgire Park Lane Portree Isle of Skye, IV51 9GP	Charles Kennedy Building Achintore Road Fort William, PH33 6RQ
Tel. (01349) 868493	Tel (01478) 613824	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
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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.