



Charitable Collections Act (1946) [Section 15]

Office Bearer's Statement

To: The Charitable Collections Advisory Committee

Licence Holder: _____

Financial Year (Ended): _____

I,, Director/President/CEO/
Chairperson/Trustee (delete whichever are not applicable) declare that, in my opinion:

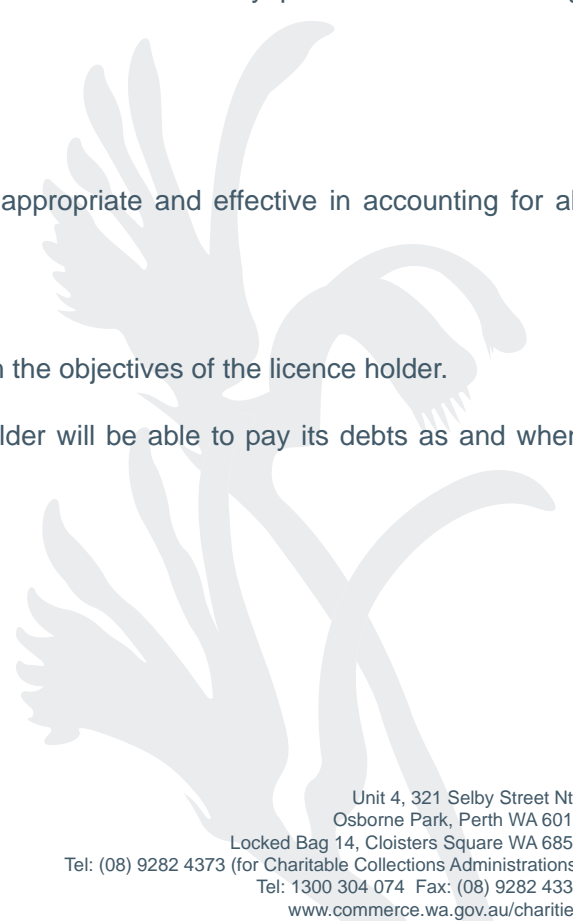
Statement of Accounts

1. The accounts give a true and fair view of all income and expenditure of the licence holder as at the end of the financial year and of the results of its operations and its cash flows for the financial year.
2. The Balance Sheet gives a true and fair view of the state of affairs of the licence holder as at the end of the financial year.
3. The Income and Expenditure Statement is sufficiently detailed to enable identification of all charitable collections received and the manner in which the collections have been dealt with.
4. Fundraising expenses (i.e. salaries, wages, commissions and any professional fundraising fees) are disclosed separately in the accounts.

Financial Control Requirements

5. The internal controls of the licence holder are appropriate and effective in accounting for all income received.
6. Receipts are completed for all monies received.
7. All income and expenditure is in accordance with the objectives of the licence holder.
8. As at the date of this statement, the licence holder will be able to pay its debts as and when they fall due.

* PLEASE TURN OVER AND SIGN BACK OF FORM





Requirements of the Charitable Collections Act, (1946) and the Charitable Collections Regulations (1947)

- 9. The licence holder has complied with the requirements of the *Charitable Collections Act (1946)*.
- 10. The financial management and fund raising activities of the licence holder have been conducted in accordance with, but have not been limited to, the following provisions of the *Charitable Collections Regulations (1947)*:
 - 10(a) All monies received are banked within seven (7) days of receipt in accordance with regulation 11(1);
 - 10(b) All monies received from collectors and fundraisers are paid to the licence holder within fourteen (14) days of receipt in accordance with regulation 11(2) of the Regulations;
 - 10(c) An asset register has been maintained in accordance with regulation 11(3);
 - 10(d) Every bank account is operated by two (2) officers of the organisation in accordance with regulation 11(4);
 - 10(e) Investments are in accordance with regulation 16 of the *Charitable Collections Amendment Regulations (1998)*.
- 11. Details of activities of the licence holder, which are contrary to any of the statements referred to in paragraph 10 above are as follows:

Signed

Dated

Common Seal

(where applicable)

