

INDEPENDENT PRACTITIONER'S ASSURANCE REPORT

TO THE EXECUTIVE COMMITTEE OF

HONG KONG ASSOCIATION FOR CLEFT LIP AND PALATE

FLAG DAY FUND-RAISING ACTIVITY HELD ON 4TH JULY, 2020

K. W. LAM & CO.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT PRACTITIONER'S ASSURANCE REPORT TO THE EXECUTIVE COMMITTEE OF HONG KONG ASSOCIATION FOR CLEFT LIP AND PALATE ("the Permittee")

Public Subscription Permit No: FD/R045/2020

Pursuant to the conditions stated in the Public Subscription Permit issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region ("SWD"), we have been requested to report on the attached income and expenditure account of the Permittee's regional flag day fund-raising activity in Hong Kong Island Region held on 4th July, 2020 ("the Event").

Responsibilities of the Executive Committee

The Executive Committee are responsible for preparing the attached income and expenditure account in accordance with the basis of preparation set out in note 1, setting out the gross subscriptions raised from the Event and the expenses incurred in connection with the Event, in order to comply with the conditions stated in the Public Subscription Permit issued by the SWD. This responsibility includes designing, implementing and maintaining internal controls relevant to the preparation and presentation of the income and expenditure account so that it reflects the subscriptions raised and expenses incurred in connection with the Event and is free from material misstatement.

Our Independence and Quality Control

We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"), which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Hong Kong Standard on Quality Control 1 and accordingly maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Practitioner's Responsibilities

Our responsibility is to form a conclusion on the attached income and expenditure account, based on our engagement, and to report our conclusion to you.

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other Than Audits or Reviews of Historical Financial Information and with reference to Practice Note 850 (Revised), Reporting on Flag days and General Charitable Fund-raising Activities Covered by Public Subscription Permits issued by the Social Welfare Department issued by the HKICPA. We have planned and performed our work to obtain limited assurance for giving our conclusion below.

The work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

Our engagement included carrying out limited procedures for obtaining sufficient appropriate evidence to be able to draw a conclusion, such as inquiries primarily of persons responsible for financial and accounting matters, analytical procedures applied to financial data and other review procedures we considered necessary. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

Inherent Limitations

Due to the nature of cash receipts and expenses relating to the Event, it was not practicable for us to determine whether the income and expenditure account and the books and records of the Permittee include all transactions relating to the Event. It was impracticable for us to quantify the potential impact of this on the income and expenditure account. Accordingly, our report relates solely to the income and expenditure account prepared from transactions that have been recorded in the Permittee's books and records.

Conclusion

Based on the foregoing, we report that nothing has come to our attention that causes us to believe that the attached income and expenditure account does not reflect, in all material respects, the gross subscriptions raised and the expenses incurred by the Permittee in respect of the Event that have been recorded in its books and records made available to us in accordance with the basis of preparation set out in note 1.

Intended Users and Purpose

This report is intended solely for the purpose of assisting the Permittee to satisfy the conditions stated in the Public Subscription Permit issued by SWD in connection with the Event and is not intended to be, and should not be, used for any other purpose. We agree that a copy of this report may be provided to the Director of Social Welfare without further comment from us.



K.W. Lam & Co.
Certified Public Accountants
Hong Kong

Date : 19th October, 2020

HONG KONG ASSOCIATION FOR CLEFT LIP & PALATE

INCOME AND EXPENDITURE ACCOUNT OF

FLAG DAY FUND-RAISING ACTIVITY HELD ON 4TH JULY, 2020

(PUBLIC SUBSCRIPTION PERMIT NO. FD/R045/2020)

	<u>HK\$</u>	<u>HK\$</u>
<u>INCOME</u>		
Flag Day Selling	229,336.20	
Golden Flag Sponsorship	<u>312,769.88</u>	
		542,106.08
<u>EXPENDITURE</u>		
Audit Fee	2,500.00	
Insurance	2,482.10	
Bank Charges	1,073.94	
Postage	6,000.00	
Printing & Stationery	4,182.00	
Flag Day Assistant's Salaries	10,546.30	
Donation Bags	23,550.00	
Transportation	3,069.20	
Travelling	<u>665.70</u>	
		<u>54,069.24</u>
Surplus		<u>488,036.84</u>

Approved and authorized for issue by the Executive Committee on 19th October, 2020



Mr. Poon Hakkin
Chairperson



Mr. Chu Ka Lok
Treasurer

HONG KONG ASSOCIATION FOR CLEFT LIP & PALATE
NOTES TO THE INCOME AND EXPENDITURE ACCOUNT OF
FLAG DAY FUND-RAISING ACTIVITY HELD ON 4TH JULY, 2020
(PUBLIC SUBSCRIPTION PERMIT NO. FD/R045/2020)

1. These income and expenditure account have been prepared in accordance with accrual basis of accounting.
2. These accounts represent the only accounts of the Event and have been prepared in accordance with the conditions stated in the Public Subscription Permit issued by the Social Welfare Department of the Government of the HKSAR.
3. The funds raised is for (1) operational expenses (including programme expenses, transportation and travelling, insurance, frontline staff salaries & MPF) and (2) administrative expenses (including stationery and printing, photocopying machine rental, postage, telephone and broadband fee, electricity and water, audit fee).
4. Donations credited to the bank
All the flag day proceeds collected [i.e. HK\$542,106.08] have been credited to the designated bank account of the Permittee before being used for payment of expenditures for the flag day and/or the purpose(s) specified in the permit on 31st July, 2020.

致香港兔唇裂顎協會執行委員會的獨立鑒證報告

賣旗日於二零二零年七月四日

K. W. LAM & CO.

CERTIFIED PUBLIC ACCOUNTANTS

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獨立執業會計師鑒證報告

致香港兔唇裂顎協會(「獲發許可證的機構」)執行委員會的獨立鑒證報告

公開籌款許可證編號: FD/R045/2020

根據香港特別行政區政府社會福利署(「社會福利署」)發出的公開籌款許可證所列條件，我們應要求對隨附本報告書關於獲發許可證的機構於二零二零年七月四日舉行的港島分區賣旗日籌款活動(「有關活動」)的收支結算表作出報告。

執行委員會的責任

根據社會福利署發出的公開籌款許可證所列條件，執行委員會須負責按照附註(1)所載的編製基準編製隨附的收支結算表，列出有關活動所籌集的總捐款及實際開支。這責任包括設計、實施及維護與編製及列報收支結算表的內部監控，使收支結算表反映有關活動所籌集的捐款及實際開支不存在任何重大錯誤陳述。

執業會計師獨立性和質量控制

我們遵守香港會計師公會(「公會」)頒布的《職業會計師道德守則》中對獨立性及其他職業道德的要求，有關要求是基於誠信、客觀、專業勝任能力和應有的關注、保密及專業行為的基本原則而制定的。

本所應用香港質量控制準則第1號，因此保持一個完整的質量控制制度，包括制定有關遵守職業道德要求、專業準則，以及適用的法律及監管要求的政策和程序守則。

執業會計師的責任

我們的責任是根據我們鑒證工作的結果對隨附的收支結算表作出結論，並向執行委員會報告。

我們已根據香港會計師公會(「公會」)頒布的鑒證業務準則第3000號(經修訂)「非審核或審閱過往財務資料之鑒證工作」及參考公會所頒佈實務說明第850號(經修訂)「有關獲發社會福利署公開籌款許可證的賣旗日和一般慈善籌款活動之報告」(“Reporting on Flag days and General Charitable Fund-raising Activities Covered by Public Subscription Permits Issued by the Social Welfare Department”)進行工作。我們已計劃及執行有關的工作，以對以下的結論獲取有限保證。

由於我們按照應聘條款進行工作的範圍較按照香港審計準則進行審核的範圍為小，所以不能保證我們會注意到在審核中可能會被發現的所有重大事項。因此，我們不會發表任何審核意見。

我們的工作包括採取有限程序獲取充份和適當的憑證以作出結論，例如主要向負責財務會計事項的人員詢問及其他我們認為必要的程序。在有限鑒證工作中進行的程序，其性質及時間與合理鑒證工作不同，而範圍亦較小。因此，在有鑒證工作中獲得的保證水平大幅低於在合理鑒證工作中所獲得的。

固有的局限

基於有關活動以現金收支，我們難以確定獲發許可證的機構的收支結算表及帳冊與帳目紀錄是否已包括所有有關活動的交易，亦難以量化其對收支結算表的潛在影響。因此，我們僅與按照獲發許可證的機構帳冊及帳目紀錄所載交易編製的收支結算表作出報告。

結論

根據以上所述，我們並沒有注意到任何事項，使我們相信隨附的收支結算表在所有重大方面沒有反映我們所獲取按照附註(1)所載的編製基準而編製的帳冊及帳目紀錄所載有關活動籌集的總捐款及實際開支。

擬作用途及使用者

本報告僅為協助獲發許可證的機構遵守社會福利署就有關活動所發出公開籌款許可證所列的條件而編撰，不擬亦不得用作其他用途。我們同意獲發許可證的機構可向社會福利署署長提供本報告，而毋須再徵詢我們意見。



林國榮會計師行
香港執業會計師
香港

日期：二零二零年十月十九日

香港兔唇裂顎協會


收支結算表

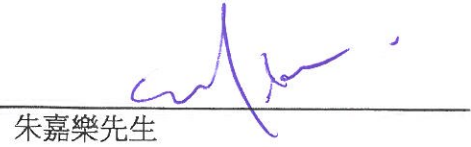
於二零二零年七月四日的賣旗日

(公開籌款許可證編號: FD/R045/2020)

	港幣	港幣
收入		
賣旗日街頭所得	229,336.20	
金旗捐款	<u>312,769.88</u>	
		542,106.08
支出		
核數費用	2,500.00	
保險費用	2,482.10	
銀行費用	1,073.94	
郵寄費用	6,000.00	
印刷及文具費用	4,182.00	
賣旗助理薪金	10,546.30	
捐款袋	23,550.00	
運輸費用	3,069.20	
交通費用	<u>665.70</u>	
		54,069.24
盈餘		<u>488,036.84</u>

此慈善賣旗籌款活動之收支帳獲本會執行委員會於二零二零年十月十九日通過:


潘克勤先生
主席


朱嘉樂先生
財政

香港兔唇裂顎協會

收支結算表附註

於二零二零年七月四日的賣旗日

公開籌款許可證編號: FD/R045/2020

1. 收支結算表以應計基準入賬。
2. 本報表為本活動的唯一報表及已根據香港特別行政區政府社會福利署發出的公開籌款許可證所列條件編製。
3. 賣旗籌款用作：(1) 運作經費(包括活動支出、運輸及交通、保險、前線員工薪酬及強積金)；(2) 行政經費(包括文具及印刷、影印機租金、郵費、電話及寬頻費、水電費及核數費)。
4. 存入銀行的捐款
賣旗日籌得的所有款項[即港元542,106.08]在支付賣旗日開支及/或用於許可證上註明的籌款目的之前，已在二零二零年七月三十一日存入獲發許可證機構指定的銀行帳戶。