

Report on Income and Expenditure Account

Scout Association of Hong Kong –

The Friends of Scouting

知友未來生涯規劃服務計劃 (034)

Project period: 2014 - 2016

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Expressed in Hong Kong dollars ("HK\$")

# REPORT OF FACTUAL FINDINGS

## To Scout Association of Hong Kong - The Friends of Scouting (the "FOS")

We have performed the procedures agreed with you and enumerated below with respect to the income and expenditure of the FOS's project called “知友未來生涯規劃服務計劃” (the "Project") held during 2014 to 2016 and according to the Guide to Application of Funding Scheme for Youth Life Planning Activities (2014-2016) (the “Funding Scheme”) available at Home Affairs Bureau’s website, set forth in the accompanying Income and Expenditure Account. Our engagement was undertaken in accordance with Hong Kong Standard on Related Services 4400, “Engagements to Perform Agreed-Upon Procedures Regarding Financial Information” issued by the Hong Kong Institute of Certified Public Accountants (HKICPA).

The procedures were performed solely to assist you in evaluating the validity of the income and expenditure of the Project and are summarized as follows:

1. We obtained and checked the Income and Expenditure Account for the Project prepared by the FOS, and we compared the total to the balance in the related general ledger account.
2. We re-calculated the income and expenditure in the Income and Expenditure Account.
3. We obtained and compared the supporting documents in respect of the items in the Income and Expenditure Account for the Project prepared by the FOS, and we compared the total to the records in the related general ledger account.
4. We compared the expenditure in the Income and Expenditure Account for the Project prepared by the FOS to the requirements in the Funding Scheme.
5. We obtained the staff breakdown and re-calculated the total staff costs.

## REPORT OF FACTUAL FINDINGS (Continued)

We report our findings below:

- (a) With respect to item 1 we found the income and expenditure records in the Income and Expenditure Account to be correct and the total amount to be in agreement.
- (b) With respect to item 2 we found the income and expenditure calculations to be correct.
- (c) With respect to item 3 we found the income and expenditure items in the Income and Expenditure Account agreed to the supporting documents.
- (d) With respect to item 4 we found nothing has come to our attention that causes us to believe that the attached income and expenditure items does not reflect, in all material respects, the gross subscriptions raised and the expenses incurred by the FOS in respect of the Project that have been recorded in its books and records made available to us in accordance with the requirements (including the nature and categories) set out in the Funding Scheme.
- (e) With respect to item 5 we found the staff costs calculations to be correct.
- (f) 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 FOS in respect of the Project that have been recorded in its books and records made available to us in accordance with the Hong Kong Accounting Standards.

Because the above procedures do not constitute an assurance engagement made in accordance with Hong Kong Standards on Auditing, Hong Kong Standards on Review Engagements or Hong Kong Standards on Assurance Engagements, we do not express any assurance on the amounts of income and expenditure of the Project.

## REPORT OF FACTUAL FINDINGS (Continued)

Had we performed additional procedures or had we performed an assurance engagement of the financial statements in accordance with Hong Kong Standards on Auditing, Hong Kong Standards on Review Engagements or Hong Kong Standards on Assurance Engagements issued by the HKICPA, other matters might have come to our attention that would have been reported to you.

Our report is solely for the purpose set forth in the first paragraph of this report and for your information and is not to be used for any other purpose or to be distributed to any other parties. This report relates only to the items specified above and does not extend to any financial statements of the FOS, taken as a whole.



Tsang Hiu San  
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Hong Kong, 28 November 2016

## Income and expenditure account

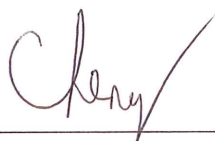
	HK\$
<b>Income</b>	
Funding received	910,296.0
	910,296.0
<b>Expenditures</b>	
Staff costs (including salaries and Mandatory Provident Fund)	
- 社會工作助理	(417,733.2)
Promotion expenses	
- Postal expenses	(1,774.5)
- Booklet	(7,800.0)
Activities expenses	
- Exhibitions	(16,149.3)
- Talk	(42,737.9)
- Workgroup	(31,273.9)
- Tour (universities and companies)	(40,039.7)
- Teaching materials	(29,500.0)
Audit fee	(11,000.0)
	(598,008.5)
<b>Surplus</b>	312,287.5

## Income and expenditure account - Continued

	HK\$
Funding received	910,296.0
Expenditures incurred	(598,008.5)
To be returned to Home Affairs Bureau	<u>312,287.5</u>

The income and expenditure account was approved and authorised for issue by the Project in-charge on 28 November 2016.

The estimated amount required to be returned to Home Affairs Bureau is HK\$312,287.50.



Project in-charge

