

何樂貝會計師事務所有限公司
HO, LOK & PUI CPA LIMITED
Certified Public Accountants

Directors: Tom S.T. Ho FCPA (Practising), ACA, FCCA, MBA 何兆棠 執業會計師
John K. C. Lok FCPA (Practising), ACA, FCCA, MBA, MSC 樂錦壯 執業會計師
Eddy C. W. Pui FCPA (Practising), BBA 貝朝榮 執業會計師

- Main: 15/F., Chung Pont Commercial Building, 300 Hennessy Road, Wanchai, Hong Kong
香港灣仔軒尼詩道300號中邦商業大廈15樓
- Branch: Unit 3005, 30/F., Prosperity Center, 25 Chong Yip Street, Kwun Tong, Kowloon, Hong Kong
香港九龍觀塘創業街25號創富中心30樓3005室 電話Tel:(852)2866 1191 傳真Fax:(852)2866 1291
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AUDIT REPORT
TO THE EXECUTIVE COMMITTEE OF
THE GIRLS' BRIGADE HONG KONG 香港基督女少年軍
("the Charity")

We have audited the attached income and expenditure account ("IEA") of the thematic funding programme 2018-19 - 我愛吾HOME ("the Project"). The audit was conducted 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).

PROCEDURES

We have agreed to perform the following procedures and report to you the factual findings resulting from our work:

1. Obtain an income and expenditure account ("IEA") of the Thematic Programme named 我愛吾HOME 18/19 ("the Project").
2. Obtain the underlying books and records from which the IEA set out above is extracted and such other documents as appropriate.
3. Compare the amount of IEA as obtained in item 1 above to the corresponding amount stated in the underlying books and records from which the IEA set out above is extracted.
4. Obtain the Thematic programme guidelines(主題撥款計劃撥款指引) ("the Guidelines") and verify the programme expenditures were spent in accordance with the Guidelines.
5. Obtain a list of programme expenditures as approved by the Home Affairs Bureau ("the Bureau") and verify that the actual programme expenditures were approved.
6. Obtain all expenditure quotations, where applicable, and compare these with the actual expenditures to ensure actual expenditures were spent in accordance with the corresponding quotations.

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(“the Charity”)

CONCLUSIONS

On the basis of the results of our audit of the attached IEA:

- a. in our opinion the attached IEA has been properly prepared from the books and records of the Charity made available to us; and
- b. no matters have come to our attention which indicate that the attached IEA of the Charity does not reflect all monies received by the Charity in regard to the funds allocated to the Project and the expenses made for the Project.

This report is intended for filing with the Home Affairs Bureau of the Government of the HKSAR and should not be used for any other purpose.



HO, LOK & PUI CPA LIMITED
Certified Public Accountants
Hong Kong, - 2 MAY 2019

Lok Kam Chong
Practising Certificate Number P05083

香港基督女少年軍
The Girls' Brigade Hong Kong
2018至2019年度主題撥款計劃之我愛吾Home
收入與支出賬目表

撥款通知書日期：8/3/2018

檔案編號：HAB/CA2/1/3/40/1 Pt.6

收支項目	預算總額 港幣 (A)	實際支出 港幣 (B)	餘款/不敷 港幣 (C)=(A)-(B)
活動編號：01 活動名稱：我愛吾Home之親子機場遊 舉行日期：30/6/2018, 7/7/2018, 4/8/2018			
參加者收費	-	(1,200.00)	1,200.00
我的合味道工作坊費用	3,960.00	5,280.00	(1,320.00)
旅遊車	5,400.00	4,600.00	800.00
小計	9,360.00	8,680.00	
資助金額		8,560.00	(1)
活動編號：02 活動名稱：我愛吾Home之我的家庭故事 舉行日期：2018年4月至2019年1月			
專業攝影及錄影服務套餐	4,000.00	4,000.00	-
小冊子製作	2,800.00	2,653.00	147.00
郵費	1,000.00	1,000.00	-
車費	-	102.30	(102.30)
雜項	-	446.00	(446.00)
小計	7,800.00	8,201.30	
資助金額		7,653.00	(2)
活動編號：03 活動名稱：我愛吾Home之中秋農莊遊 舉行日期：22/9/2018			
參加者收費	-	(2,720.00)	2,720.00
農莊費用成人	7,844.00	9,472.00	(1,628.00)
農莊費用(11歲以下小童)	6,900.00	6,900.00	-
農莊費用(65歲以上長者)	6,900.00	3,450.00	3,450.00
旅遊巴	7,200.00	6,300.00	900.00
紀念品(參與家庭)	1,100.00	1,342.00	(242.00)
紀念品(獨居長者/獨居人士)	1,250.00	625.00	625.00
茶點/小食	-	523.10	(523.10)
遊戲禮物	-	250.00	(250.00)
運輸費	-	82.00	(82.00)
小計	31,194.00	26,224.10	
資助金額		26,219.00	(3)

香港基督女少年軍
The Girls' Brigade Hong Kong
2018至2019年度主題撥款計劃之我愛吾Home
收入與支出賬目表

撥款通知書日期：8/3/2018

檔案編號：HAB/CA2/1/3/40/1 Pt.6

收支項目	預算總額 港幣 (A)	實際支出 港幣 (B)	餘款/不敷 港幣 (C)=(A)-(B)
活動編號：04 活動名稱：我愛吾Home嘉年華 舉行日期：27/1/2019			
場地租借	5,000.00	3,152.00	1,848.00
舞台佈置	5,000.00	5,000.00	-
音響設備	5,000.00	5,000.00	-
背幕	5,000.00	5,000.00	-
橫額製作	1,500.00	1,500.00	-
租用攤位	4,000.00	4,000.00	-
充氣攤位租借及運輸費	10,500.00	-	10,500.00
攤位物資(佈置及遊戲)	4,000.00	3,984.10	15.90
分享嘉賓	1,500.00	1,500.00	-
運輸費(物資搬運)	750.00	681.00	69.00
茶點	1,080.00	1,069.40	10.60
宣傳海報印製	5,417.00	345.00	5,072.00
郵費	2,000.00	2,000.00	-
旅遊車	5,400.00	3,260.00	2,140.00
攝影師(2人)	1,200.00	1,200.00	-
紀念品(愛之語書籤)	2,100.00	1,980.00	120.00
紀念品(錦旗)	-	144.00	(144.00)
車資	-	140.50	(140.50)
小計	59,447.00	39,956.00	
資助金額		39,671.50	(4)
其他支出： 審計費用	資助金額	7,000.00	7,000.00 (5)
總資助金額：(1) + (2) + (3) + (4) + (5)		89,103.50	
HAB預支款項 (50%)		59,900.50	



SHAW Nancy
Chairperson