

CHRISTIAN FAMILY SERVICE CENTRE
REPORT AND INCOME AND EXPENDITURE ACCOUNT
FLAG DAY FUND RAISING EVENT
HELD ON 11 FEBRUARY, 2017
PUBLIC SUBSCRIPTION PERMIT NO.: FD/T012/2016

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范 陳 會 計 師 行
FAN, CHAN & CO.
CERTIFIED PUBLIC ACCOUNTANTS
HONG KONG

INDEPENDENT PRACTITIONER'S ASSURANCE REPORT
TO THE BOARD OF DIRECTORS OF
CHRISTIAN FAMILY SERVICE CENTRE
("the Centre")

Public Subscription Permit No: FD/T012/2016

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 Centre's territory-wide flag day fund-raising activity held on 11 February, 2017 ("the Event").

Responsibilities of the Directors

The Directors are responsible for preparing the attached income and expenditure account in accordance with the basis of preparation set out in note 2, 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, "*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 and other 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.

INDEPENDENT PRACTITIONER'S ASSURANCE REPORT
TO THE BOARD OF DIRECTORS OF
CHRISTIAN FAMILY SERVICE CENTRE
(“the Centre”)

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 Centre 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 Centre'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 Centre 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 2.

Intended Users and Purpose

This report is intended solely for the purpose of assisting the Centre 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.



Fan, Chan & Co.
Certified Public Accountants
Hong Kong, 4 May, 2017

CHRISTIAN FAMILY SERVICE CENTRE
INCOME AND EXPENDITURE ACCOUNT
TERRITORY-WIDE FLAG DAY ON 11 FEBRUARY, 2017
PUBLIC SUBSCRIPTION PERMIT NO. FD/T012/2016

	HK\$
<u>Income</u>	
Street collections	1,583,571.15
Other forms of appeals	<u>81,462.90</u>
	1,665,034.05
 <u>Expenditure</u>	
Advertising	6,935.00
Donation bags	50,010.00
Souvenirs for volunteers	16,817.39
Auditors' remuneration	5,000.00
Printing and stationery	24,264.00
Postage	405.80
Transportation	17,589.07
Miscellaneous	<u>6,376.14</u>
	<u>127,397.40</u>
 Excess of income over expenditure	 <u><u>1,537,636.65</u></u>

Approved and authorised for issue by the Board of Directors on 4 May, 2017.



Chiu Sai Chuen, Nicholas
Chairman



Li Yat Shing, Daniel
Hon. Treasurer

CHRISTIAN FAMILY SERVICE CENTRE
NOTES TO THE INCOME AND EXPENDITURE ACCOUNT
FOR THE TERRITORY-WIDE FLAG DAY ON 11 FEBRUARY, 2017
PUBLIC SUBSCRIPTION PERMIT NO. FD/T012/2016

1. General

The flag day fund-raising activity is organised by Christian Family Service Centre for the purpose of raising funds for (1) Developing services for adolescent with mental health problems; (2) Enhancing support services for persons with disabilities and ex-mentally ill persons, and their carers; and (3) Developing community development services for vulnerable groups and those inadequately housed. The activity was held on 11 February, 2017 in Hong Kong.

2. Basis of preparation

The income and expenditure account has been prepared with cash basis of accounting. On this basis, income is recognised when received, and expenditures are charged against income when paid.

3. Significant accounting policies

Revenue recognition

Income from street donations and other forms of appeals from flag day is recognised on a cash receipt basis.