

**WAI JI CHRISTIAN SERVICE
REPORT AND ACCOUNTS
FOR THE FLAG DAY FUND RAISING EVENT
HELD ON 7 AUGUST, 2019
PUBLIC SUBSCRIPTION PERMIT NO.: FD/R089/2019**

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范陳會計師行有限公司
Fan, Chan & Co. Limited

INDEPENDENT ASSURANCE REPORT
TO THE BOARD OF DIRECTORS OF
WAI JI CHRISTIAN SERVICE ("the Permittee")

Public Subscription Permit No.: [FD/R089/2019]

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 New Territories region held on 7 August, 2019 ("the Event").

Responsibilities of the Board of Directors

The Board of 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 (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 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.



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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 2.

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.

Fan, Chan & Co.

Fan, Chan & Co. Limited
Certified Public Accountants
Leung Kwong Kin
Practising Certificate Number: P03702

Hong Kong, **30 OCT 2019**

WAI JI CHRISTIAN SERVICE
INCOME AND EXPENDITURE ACCOUNT
OF THE FLAG DAY FUND RAISING EVENT
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HK\$

Income

Flag day collection	268,773.90
Donation income	<u>454,520.50</u>
	<u>723,294.40</u>


Expenditure

Donation bags and packing	2,674.00
Postage	7,885.90
Printing	10,310.00
Promotion	7,381.00
Souvenir and awards for volunteers	3,625.00
Transportation and travelling	3,830.00
Audit fee	5,000.00
Insurance	800.48
Miscellaneous	<u>170.20</u>
	<u>41,676.58</u>

Surplus for the event	<u>681,617.82</u>
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Kwong Sum Mei, Esther
Chairperson



Leung Kai Lok, Peter
Vice Chairperson

Dated, 30 October, 2019

WAI JI CHRISTIAN SERVICE
NOTES TO THE INCOME AND EXPENDITURE ACCOUNT
FOR THE FLAG DAY FUND RAISING EVENT
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1. General

The flag day fund-raising activity is organised by Wai Ji Christian Service ("the Society") for the purpose of raising funds for (1) Carrying out a body check and dental service scheme for ageing people with intellectual disabilities; (2) Developing corresponding ageing services for ageing people with intellectual disabilities; and (3) Putting forward support services for carers of people with intellectual & other disabilities or autism. The activity was held on 7 August, 2019 in New Territories region.

2. Basis of preparation

The significant accounting policies are set out below:

The income collected and expenditure incurred for this event held on 7 August, 2019 are recognized on an accrual basis.

3. Donations credited to the bank

All the flag day proceeds collected have been credited to the designed bank account of the Permittee before being used for payment of expenditures for the flag day event and the purposes specified in the permit by 30 September, 2019.

4. Related party transaction

During the period, the flag day fund-raising activity had the following transaction with its related party:

	HK\$
Packing and transportation, souvenir for volunteers paid to Wai Ji Christian Service Sheltered Workshop at Hor Ping	6,090.00
Transportation paid to Wai Ji Christian Service House of Arts and Skills	550.00
Souvenir for volunteers paid to Yuen Long District Support Centre.	750.00
Souvenir for volunteers paid to Wai Ji Hong Yip Co. Ltd.	1,800.00