

Gary K. K. Leung & Co.

Certified Public Accountants (Practising)

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REPORT OF FACTUAL FINDINGS TO THE HKSDRI FOUNDATION LIMITED

ENGAGEMENT TO PERFORM AGREE-UPON PROCEDURES REGARDING FINANCIAL INFORMATION.

We have performed the procedures agreed with you and enumerated below with respect to the income and expenditure report (Appendix VI) of the campaign 祖父母節「兩代之間・修復時刻」(044) sponsored by Committee on the Promotion of Civic Education Community Participation Scheme 2020-21. 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 reporting to the Committee on the Promotion of Civic Education Community Participation Scheme 2020-21. Our report is not to be used for any other purpose and is solely for your information.

Detail of the campaign:

Reference number of the approved funding notice	: HAB/CA2/10-5/3/9/044(20-21)
Date of the approved funding notice	: March 2020
Date of completion of the campaign	: 30 March 2021

The procedures were summarized as follows:

1. To check the calculation of the Appendix VI and to confirm the Appendix VI are in accordance with all the books and records.
2. To obtain all the information in the Appendix VI and check the calculation, compare it with supporting document and to confirm all the numbers and classification are in accordance with the supporting document.
3. To compare all the expenditure items with the one stated in the approved funding notice and to confirm they are all in accordance with the approved funding notice.
4. To declare that all expenditure items sponsored by the Scheme 2020-21 falls within the scope of the sponsorship approved by the Scheme 2020-21, and in line with the Guidelines on the Use of Sponsorship specified by the Scheme 2020-21.

FINDINGS

We report the findings below:

- a. With respect to item 1 we found the calculation of the Appendix VI are in accordance with all the books and records.
- b. With respect to item 2 we found the calculation to be correct and all the numbers and classification are in accordance with the supporting document.
- c. With respect to item 3 we found that all the expenditure items are in accordance with the one stated in the approved funding notice.
- d. With respect to item 4 we declare that all expenditure items sponsored by the Scheme 2020-21 falls within the scope of the sponsorship approved by the Scheme 2020-21, and in line with the Guidelines on the Use of Sponsorship specified by the Scheme 2020-21.

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DISCLAIMER

Because the above procedures do not constitute an assurance engagement made in accordance with Hong Kong Standards on Assurance Engagements, we do not express any assurance on the financial report.

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 Standard 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 other financial status, taken as a whole.



Leung Ka Kueng, Gary
Gary K. K. Leung & Co.
Certified Public Accountants (Practising)
Hong Kong,

收支報告應由活動計劃負責人填寫及遞交正副本各一份，並必須於整個活動計劃完成後兩個月內交抵委員會秘書處。如團體未有遵照「使用撥款守則」依時遞交收支報告，我們有權撤銷撥款。團體亦須將已收取的預支撥款悉數歸還。團體日後提交的撥款申請的總評分亦會被扣減，詳情請參閱附件 X。

**2020-21 年度「公民教育活動資助計劃」
收支報告**

活動計劃名稱：祖父母節 2020「兩代之間。修復時刻」（編號：044）

活動計劃收入	
項目	款額(\$)
已收妥之預支撥款	102,804
參加者收費	
團體自付	121,265
其他收入	
<input checked="" type="checkbox"/> 待發放之剩餘撥款 <input type="checkbox"/> 將退還之款額	75,931
總計：	300,000

- 如填妥之收支報告有任何修改之處，請在旁簽署確認。
- 所有收據必須由活動計劃負責人簽署及團體蓋章核實。

請在適當的方格加上“✓”

項目	預算支出(\$)	公民教育活動 資助計劃 核准資助額(\$)	擬由公民教 育活動資助 計劃 撥款支付(\$) (A)	參加者收費/ 團體自付或 其他收入支付(\$) (B)	實際支出(\$) = (A) + (B)	附註 (收據編號)	
宿營 (兩日一夜) (只資 助參加者)	30,000	15,000	9,000	9,000	18,000		
訓練營活動設施租用(兩 日活動)	5,000	5,000	5,000	0	5,000		
「孝行」教材印刷	50,000	} 35,000	30,000	0	30,000		
「孝行」教材製作、排版 及出版	10,000		5,000	0	5,000		
旅遊巴士租用 (來回)	6,000	6,000	3,000	0	3,000		
導師費	20,000	20,000	10,000	0	10,000		
探訪長者禮品	5,000	2,000	2,000	3,000	5,000		
長者活動紀念品	50,000	25,000	25,000	5,000	30,000		
優秀學員證書(設計及印 刷)	10,500	3,900	3,900	100	4,000		
場地租用	50,000	} #	20,000	0	20,000		
音響裝置租用	4,000		2,000	2,000	0	2,000	(#)合共資助\$89,208
舞台設置	20,000		12,000	12,000	0	12,000	

項目	預算支出(\$)	公民教育活動 資助計劃 核准資助額(\$)	擬由公民教 育活動資助 計劃 撥款支付(\$)	參加者收費/ 團體自付或 其他收入支付(\$) (B)	實際支出(\$) = (A) + (B)	附註 (收據編號)
		(A)	(A)			
橫幅設計及製作	3,200		3,500	0	3,500	
主題攤位設置	32,000	2,000	2,000	13,000	15,000	
展板設計及製作	24,000		20,000	0	20,000	
桌子租借	6,400		800	0	800	
椅子租借	5,000		1,000	0	1,000	
地毯租借及鋪設	3,000		1,500	0	1,500	
短片拍攝	20,000	535	535	4,465	5,000	
文具及雜項	4,000		500	0	500	
可儀費用	4,500		0	1,800	1,800	
咪牌(供嘉賓、司儀及參 加者使用)	120	(#) 合共資助	500	0	500	
問卷設計及印刷	6,000	\$89,208	2,500	0	2,500	
報章宣傳	30,000	0	0	5,000	5,000	
海報(設計連製作)	20,000	0	0	8,000	8,000	
社交平台管理	18,000	0	0	3,000	3,000	
拍照用道具	2,000		800	0	800	
運輸物流	5,800		2,000	0	2,000	
兼職活動幹事兩名	48,000	0	0	8,400	8,400	
公眾責任保險	10,000		10,000	0	10,000	
核數費用	6,000		4,500	500	5,000	

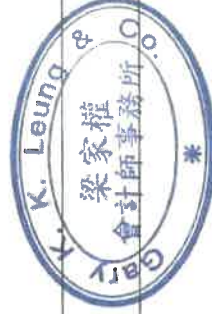
項目	預算支出(\$)	公民教育活動資助計劃核准資助額(\$)	擬由公民教育活動資助計劃撥款支付(\$) (A)	參加者收費/團體自付或其他收入支付(\$) (B)	實際支出(\$) = (A) + (B)	附註 (收據編號)
名牌(供嘉賓、工作人員及參加者佩戴)	200	} # 1,800	200	0	200	
義工津貼 (20 人, 共 9 小時)	4,000		1,500	0	1,500	
全職活動幹事一名 (2020 年 3 月-8 月)	78,000	0	0	60,000	60,000	
場地設置工作人員五名	4,000	0	0	0	0	
總計:	594,720	205,608	178,735	121,265	300,000	

上述活動計劃支出報告及單據已由本獨立執業會計師/核數師核實。

會計師/核數師簽署：



公司印鑑：



本團體謹此證明：

- (1) 上述資料全屬正確無誤，同時上列所有其他收入來源及贊助金額，並無任何遺漏；
- (2) 上列的各項支出只供進行上述活動之用，並屬合理及為有關活動所需；及
- (3) 有關活動並無賺取任何利潤。

✓ 本團體現申請發放剩餘撥款 \$75,931，請將劃線支票付予下列收款人—

團體之銀行戶口名稱：THE HKSDRI FOUNDATION LIMITED
(以英文正楷填寫)

本團體將退還「公民教育活動資助計劃」的款額 \$ _____

團體名稱：香港可持續發展研究基金有限公司

團體地址：沙田九肚山路九肚村 116 號

活動計劃負責人姓名：陳奕璋 簽署：

團體負責人姓名：朱兆麟 簽署：

聯絡電話：2156-3756 團體

傳真：3005-4326 印鑑：

電郵：info@hksdri.org 日期：28 Dec 2021

請在適當的方格加上“✓”

備註：

1. 活動計劃負責人所提供的資料，只用於與公民教育活動資助計劃有關的事宜。
2. 如團體未能提供所需資料，秘書處可能無法發放剩餘撥款。
3. 活動計劃負責人有權查詢及修正此等資料。查詢請電 2708 2455 與秘書處聯絡。