

**HAVEN OF HOPE CHRISTIAN SERVICE**

**REPORT ON THE INCOME AND EXPENDITURE ACCOUNT  
OF CHARITY SALES OF "QILE" CAKES  
(PUBLIC SUBSCRIPTION PERMIT NO. 2017/229/1, 2017/229/2, 2017/229/3)**

**(HELD ON SEPTEMBER 24, OCTOBER 7, 14, 15, 21, 22, 23, 25, 29,  
NOVEMBER 4, 5, 11, 12 AND DECEMBER 9, 10, 2017**

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## INDEPENDENT ASSURANCE REPORT

To the Board of Directors of  
HAVEN OF HOPE CHRISTIAN SERVICE (“the Permittee”)  
(Incorporated in Hong Kong with liabilities limited by guarantee)

### **Public Subscription Permit No: 2017/229/1, 2017/229/2, 2017/229/3**

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 Charity Sales of “QILE” Cakes fund-raising activity in Hong Kong region held on September 24, October 7, 14, 15, 21, 22, 23, 25, 29, November 4, 5, 11, 12 and December 9, 10, 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.

INDEPENDENT ASSURANCE REPORT - CONTINUED

To the Board of Directors of  
HAVEN OF HOPE CHRISTIAN SERVICE (“the Permittee”)  
(Incorporated in Hong Kong with liabilities limited by guarantee)

*Practitioner’s responsibilities - continued*

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.

*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.



Ng, Suen, Lau C.P.A. Limited  
Certified Public Accountants (Practising)

Hong Kong, - 9 MAR 2018

Suen Man Fai  
Practising Certificate Number: P02427



HAVEN OF HOPE CHRISTIAN SERVICE  
CHARITY SALES OF "QILE" CAKES  
(PUBLIC SUBSCRIPTION PERMIT NO. 2017/229/1, 2017/229/2, 2017/229/3)

INCOME AND EXPENDITURE ACCOUNT

HELD ON SEPTEMBER 24, OCTOBER 7, 14, 15, 21, 22, 23, 25, 29, NOVEMBER 4, 5, 11, 12  
AND DECEMBER 9, 10, 2017

(Expressed in the nearest Hong Kong Dollars)

INCOME

Charity Sales - other sources	666,186
Charity Sales - public permit	501,270
Donations received - other sources	223,958
Donations received - public permit	107,461
	<u>1,498,875</u>

EXPENDITURE


Bank charges	3,433
Insurance	3,671
Miscellaneous	20,107
Postage	3,916
Printing and stationery	55,544
Production cost	639,032
Provident fund	6,837
Public relations	3,158
Rental fee	2,907
Salaries	123,939
Transportation	44,200
	<u>906,744</u>

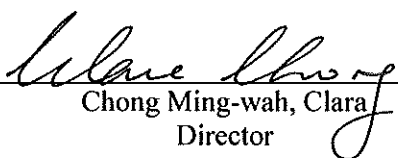
NET SURPLUS

592,131

The accompanying notes form an integral part of the account.

The income and expenditure account together with the notes thereon on pages 3 to 5 have been approved and authorised for issue by the Board of Directors and are signed on its behalf by:

  
Wong Kai-man  
Honorary Treasurer

  
Chong Ming-wah, Clara  
Director

HAVEN OF HOPE CHRISTIAN SERVICE  
CHARITY SALES OF "QILE" CAKES  
(PUBLIC SUBSCRIPTION PERMIT NO. 2017/229/1, 2017/229/2, 2017/229/3)

NOTES TO THE ACCOUNT

HELD ON SEPTEMBER 24, OCTOBER 7, 14, 15, 21, 22, 23, 25, 29, NOVEMBER 4, 5, 11, 12  
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1. GENERAL

Haven of Hope Christian Service has applied public subscription permit from Social Welfare Department for Charity Sales of "QILE" Cakes. The purpose of this fund-raising activity is to raise funds for Elderly Services of Haven of Hope Christian Service ("the Permittee"). This report is made solely in relation to the Charity Sales of "QILE" Cakes fund-raising event held by the Permittee and does not relate to any other part of the operations of the Permittee.

2. BASIS OF PREPARATION AND ACCOUNTING POLICIES

a. Basis of accounting

The income and expenditure account has been prepared under the historical cost convention.

b. Revenue recognition

Subscriptions comprised charity sales and donations received. Donation is recognised as income upon receipts.

Charity sales of "QILE" Cakes is recognised while the goods are delivered and the title has passed to customers.

*Charity Sales - Public Permits*

Charity sales represent income from cake sales covered by the Public Subscription Permits. Each cake is packed in a bag.

*Charity Sales - other sources*

Charity sales represent income from cake sales from other sources such as the promotional leaflets which are not covered by the Public Subscription Permits. Each cake is packed in a bag.

*Donations - Public Permits*

Donation collected through donation boxes in stationed counter under the Public Subscription Permits.

*Donations - other sources*

Donation collected through other promotional materials such as leaflets which are not covered by the Public Subscription Permits.

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CHARITY SALES OF "QILE" CAKES  
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2. BASIS OF PREPARATION AND ACCOUNTING POLICIES - Continued

c. Production cost

Production cost represents expenses for production of "QILE" Cakes, which mainly includes cake cost and package cost.

d. Salaries and provident fund

Salaries and provident fund contribution represents staff employed by Haven of Hope Christian Service who were involved in the fund-raising event.

3. TAXATION

The Event is exempted from Hong Kong Profits Tax as Haven of Hope Christian Service is registered as a charitable organization under Section 88 of the Inland Revenue Ordinance.

4. APPROVAL OF THE ACCOUNT

The account has been approved and authorised for issue by the Board of Directors  
on **- 9 MAR 2018**

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