

**HEEP HONG SOCIETY
REPORT AND ACCOUNT
FOR THE FUND-RAISING ACTIVITY
HELD FROM 28 JUNE, 2012
TO 31 JANUARY, 2013
PUBLIC SUBSCRIPTION PERMIT NO.: 2012/154/1**

范陳會計師行
FAN, CHAN & CO.
CERTIFIED PUBLIC ACCOUNTANTS
HONG KONG.

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CERTIFIED PUBLIC ACCOUNTANTS
HONG KONG

INDEPENDENT ASSURANCE REPORT

TO THE EXECUTIVE COMMITTEE OF
HEEP HONG SOCIETY
("the Society")
PUBLIC SUBSCRIPTION PERMIT NO.: 2012/154/1

In accordance with our agreed terms of engagement, we have performed an engagement on the attached income and expenditure account of the Society's general charitable fund-raising activity held during the period from 28 June, 2012 to 31 January, 2013 ("the Event").

Respective responsibilities of the Executive Committee and ourselves

The Executive Committee Members 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 Social Welfare Department of the Government of the Hong Kong Special Administrative Region ("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.

It is our responsibility to form a conclusion on the attached income and expenditure account, based on our engagement, and to report our conclusion to you.

Basis of conclusion

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 "Assurance Engagements Other Than Audits or Reviews of Historical Financial Information" and with reference to the "Circular on Reporting on General Charitable Fund-raising Activities Covered by Public Subscription Permits issued by the Social Welfare Department (Other than Flag Days)" issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA").

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.

Furthermore, due to the nature of cash receipts and expenses relating to general charitable fund-raising activities, it was not practicable for us to determine whether the income and expenditure account and the books and records of the Society 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 Society's books and records.

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.

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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 Society 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.

Use of report

This report is intended solely for the purpose of assisting the Society 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 and may be published where the Society is required to do so under the conditions stated in the relevant Public Subscription Permit without further comment from us.

Fan, Chan & Co.

Fan, Chan & Co.
Certified Public Accountants
Hong Kong, 12 March, 2013

HEEP HONG SOCIETY
INCOME AND EXPENDITURE ACCOUNT
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	HK\$
INCOME	
Donation from donation boxes	<u>11,628.10</u>
EXPENDITURES	
Auditor's remuneration	<u>1,000.00</u>
Net income	<u>10,628.10</u>

The income and expenditure account was approved on behalf of the Executive Committee of Heep Hong Society on 12 March, 2013 by:



Chairman



Director

HEEP HONG SOCIETY
NOTES TO THE INCOME AND EXPENDITURE ACCOUNT
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1. General

The fund-raising activity is organised by Heep Hong Society (the "Society") for the purpose of raising funds for supporting the services for children with special needs and their families under the care of the Society. The activity was held on the indicated date, time and venue with the method of donation collection according to the table below which was approved by Social Welfare Department on 26 June, 2012 under Public Subscription Permit No.: 2012/154/1.

Date	Time	Venue	Method of collection
1/7/2012 - 31/12/2012	09:00 –22:00	Customer Service Counter, Level 1, Grand Century Place, Mong Kok	Set up donation boxes in stationed counter
1/7/2012 - 31/12/2012	09:00 –22:00	Customer Service Counter, Level 2, Tsuen Wan Plaza, Tsuen Wan	
1/7/2012 - 31/12/2012	09:00 –22:00	Customer Service Counter, Level 2, Metroplaza, Kwai Fong	
1/7/2012 - 31/12/2012	09:00 –22:00	Customer Service Counter, Level 1, New Town Plaza Phase III, Sha Tin	
28/6/2012 - 31/1/2013	10:00 –24:00	Customer Service Counter, Upper Ground 2, The ONE, Tsim Sha Tsui	
28/6/2012 - 31/1/2013	10:00 –22:00	Customer Service Counter, 1 st floor, Silvercord, Tsim Sha Tsui	
28/6/2012 - 31/1/2013	10:00 –24:00	Customer Service Counter, Ground floor Windsor House, Causeway Bay	

2. Basis of preparation

The income and expenditure account has been prepared on the cash receipts basis. On this basis, income is recognised when received, and expenditures are charged against income when paid.