

香港航空青年團  
HONG KONG AIR CADET CORPS  
REVIEW REPORT  
INCOME STATEMENT  
FOR THE HAPPY FAMILY THEMATIC FUNDING PROJECT  
FOR THE YEAR ENDED 31ST MARCH 2018

R E P O R T   A N D   A C C O U N T

謝煜權會計師事務所有限公司  
Raymond Y. K. Tse & Co. CPA Limited  
*Certified Public Accountants (Practising)*  
HONG KONG

REPORT OF FACTUAL FINDINGS  
TO THE COMMITTEE OF HONG KONG AIR CADET CORPS  
FOR THE HAPPY FAMILY THEMATIC FUNDING PROJECT  
(開心家庭運動 – “飛”仔“飛”女一家親)  
(Reference No.: HAB/CA2/1/3/40/1Pt.6)

We have performed the procedures agreed with you and enumerated below with respect to the expenditure of various activities of Hong Kong Air Cadet Corps (“the Corps”) as at 31st March 2018, set forth in the accompanying schedules. 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 evaluating the expenditure of various activities which are material, and are summarized as follows:-

- (1) We obtained and checked the addition of the trial balance of expenditure of various activities as at 31st March 2018 prepared by the Corps, and we compared the total to the balance in the related general ledger account.
- (2) We compared the attached list of major suppliers and the amounts owing at 31st March 2018 to the related names and amounts in the trial balance.
- (3) We obtained suppliers’ statements or requested suppliers to confirm balances owing at 31st March 2018.
- (4) We compared such statements or confirmations to the amounts referred to in 2. For amounts which did not agree, we obtained reconciliations from the Corps. For reconciliations obtained, we identified and listed outstanding invoices, credit notes and outstanding checks, each of which was greater than HK\$9,922.00. We located and examined such invoices and credit notes subsequently received and checks subsequently paid and we ascertained that they should in fact have been listed as outstanding on the reconciliations.

We report our findings below:-

- (a) With respect to item 1 we found the addition to be correct and the total amount to be in agreement.
- (b) With respect to item 2 we found the amounts compared to be in agreement.
- (c) With respect to item 3 we found there were suppliers’ statements for all such suppliers.
- (d) With respect to item 4 we found the amounts agreed, or with respect to amounts which did not agree, we found the Corps had prepared reconciliations and that the credit notes, invoices and outstanding checks over HK\$9,922.00 were appropriately listed as reconciling items.

Because the above procedures do not constitute an assurance engagement made in accordance with Hong Kong Standards on Auditing, Hong Kong Standards on Review Engagements or Hong Kong Standards on Assurance Engagements, we do not express any assurance on the expenditure of various activities as of 31st March 2018.

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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 Standards 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 accounts and items specified above and does not extend to any financial statements of the Corps, taken as a whole.



Raymond Y. K. Tse & Co. CPA Limited  
Certified Public Accountants (Practising)

Tse Wing Sing, Victor  
Practising Certificate Number : P03617

Dated this Hong Kong : 22 JUN 2018

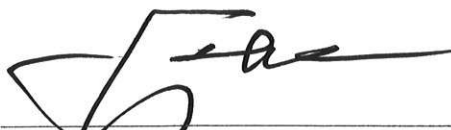
HONG KONG AIR CADET CORPS  
 INCOME STATEMENT  
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	<u>Note</u>	<b>HK\$</b>	<b>HK\$</b>
<b>Subvention income</b>	(2)		<b>165,365.50</b>
<b>Less : Expenditures</b>			
Audit fee		<b>14,000.00</b>	
Various activities expenses:			
- "飛"一般家庭航空英語知多D	(4)	<b>4,615.60</b>	
- "飛"常家庭音樂交流訓練營	(5)	<b>39,037.29</b>	
- "飛"常家庭競技日	(6)	<b>16,018.60</b>	
- "飛"仔"飛"女樂聚天倫分享營	(7)	<b>49,033.71</b>	
- "飛"仔"飛"女一家親暑假大聯歡	(8)	<b>116,350.00</b>	
- "飛"仔"飛"女一家親紙飛機比賽暨親子座談會	(9)	<b>6,202.17</b>	
Contracted staff salaries	(10)	<b>19,012.00</b>	
Sundry expenses		<b>177.60</b>	<b>264,446.97</b>
<b>(Deficit) for the year</b>	(3)		<b>(99,081.47)</b>

The annexed notes from pages 2 to 4 form part of these Accounts.

Approved by the committee on 22 JUN 2018

  
 Mr. Chan Wing Shing  
 Chief Staff Officer

  
 Mr. Lee Kwok Wing  
 Commanding Officer

HONG KONG AIR CADET CORPS  
NOTES TO FINANCIAL STATEMENTS

**Note 1 Basis of preparation**

The income statement have been prepared in accordance with the 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) and with the reference to "Notice of Subvention for 2017/2018 Project Funding" under the reference no.: HAB/CA2/1/3/40/1Pt.6 dated 17th March 2017 issued by the Government Secretariat Home Affairs Bureau ("HAB"). They have been prepared under the accruals basis of accounting.

The following are the specific accounting policies that are necessary for a proper understanding of the financial statements:-

**(a) Subventions income**

Subventions income is recognized when the cash are received from the government subvention.

**Note 2 Subventions income**

Under the letter reference no. HAB/CA2/1/3/40/1Pt.6 dated 17th March 2017 issued by the Government Secretariat Home Affairs Bureau and the letter of commitment (承諾書) signed by the Corps dated 20th March 2017, the Government Secretariat Home Affairs Bureau agreed to grant a subvention of HK\$330,731 to the Corps for the operation of a project-Happy Family Thematic Funding Project (開心家庭運動-"飛"仔"飛"女一家親). During the year, the Corps received 50% of the subvention in advance in the amount of HK\$165,365.50 for the expenditures on various activities. Upon the completion of the project, the Corps was required to file the audited financial statements to HAB. The approved remaining deficit/surplus will be reimbursed by/refunded to HAB subject to the approval of the audited financial statements.

HONG KONG AIR CADET CORPS  
NOTES TO FINANCIAL STATEMENTS

**Note 3 Deficit for the year**

As per Note 2 of the financial statements, the current years' deficit will be reimbursed by the Government Secretariat Home Affairs Bureau after the approval of the final reports and auditors' report.

**Note 4 Expenditure on "飛"一般家庭航空英語知多D**

	HK\$
Activities equipment	267.20
Messing and refreshment	1,165.30
Souvenir and prizes	1,300.00
Insurance	1,490.00
Transportation	350.10
Sundry expenses	43.00
	<u>4,615.60</u>

**Note 5 Expenditure on "飛"常家庭音樂交流訓練營**

	HK\$
Transportation and travelling	4,000.00
Tutor fee	9,000.00
Camp site rental	20,483.00
Camp facilities rental	2,400.00
Activities equipment	1,204.29
Messing and refreshment	600.00
Training activities visit	1,350.00
	<u>39,037.29</u>

**Note 6 Expenditure on "飛"常家庭競技日**

	HK\$
Activities equipment, site rental, working staff and transportation	
- Nerfare Shooting	8,000.00
- Blacklight Dodgeball	5,700.00
Insurance	1,600.00
Messing and refreshment	718.60
	<u>16,018.60</u>

HONG KONG AIR CADET CORPS  
NOTES TO FINANCIAL STATEMENTS

**Note 7 Expenditure on "飛"仔"飛"女樂聚天倫分享營**

	Camp 1	Camp 2	Camp 3	Total
	HK\$	HK\$	HK\$	HK\$
Transportation and travelling	1,800.00	750.00	4,192.59	6,742.59
Camp site rental	7,150.00	1,520.00	23,640.00	32,310.00
Activities equipment	2,500.00	2,299.00	232.00	5,031.00
Messing and refreshment	-	-	1,206.90	1,206.90
Tutor fee	-	1,230.00	-	1,230.00
Sundry expenses	-	-	236.90	236.90
Advertising	-	-	1,586.32	1,586.32
Insurance	-	690.00	-	690.00
	<u>11,450.00</u>	<u>6,489.00</u>	<u>31,094.71</u>	<u>49,033.71</u>

**Note 8 Expenditure on "飛"仔"飛"女一家親暑假大聯歡**

	HK\$
Transportation and travelling	18,350.00
Training activities	4,000.00
Camp site rental	80,000.00
Activities equipment	10,000.00
Insurance	4,000.00
	<u>116,350.00</u>

**Note 9 Expenditure on "飛"仔"飛"女一家親紙飛機比賽暨親子座談會**

	HK\$
Activities equipment	360.42
Messing and refreshment	1,560.00
Tutor fee	1,968.00
Souvenir and prizes	636.05
Insurance	980.20
Travelling	400.00
Sundry expenses	297.50
	<u>6,202.17</u>

**Note 10 Contracted staff salaries**

One contracted staff was employed for the operation of the above activities.