

HONG KONG NEW ARRIVALS SERVICES FOUNDATION LIMITED

香港新來港人士服務基金有限公司

報告及收支結算表

2023-24年度「公民教育活動資助計劃」

共建未來·培養公民教育計劃

活動編號：079

2024年3月1日至2025年2月23日

M.L. WONG

Certified Public Accountants (Practising)

10/F., Feoso Building, 877 Lai Chi Kok Road,

Cheung Sha Wan, Kowloon, Hong Kong

Telephone: 6083 4730

Independent assurance report to the Board of Directors of

Hong Kong New Arrivals Services Foundation Limited

香港新來港人士服務基金有限公司

檔案編號：HYAB/HA2/10-5/3/13/079 (23-24)

活動編號：079

撥款通知書的日期：2024年3月1日

Pursuant to the result announcement dated 1 March 2024 made between the Committee on the Promotion of Civic Education (the "CPCE") and Hong Kong New Arrivals Services Foundation Limited (the "Company") and Guidelines on the use of sponsorship for Community Participation Scheme 2023-24, I have been requested to report on whether the Company has complied with, in all material respects, the requirements set by the Secretary - Committee on the Promotion of Civic Education (including the requirements to keep proper books and records and to prepare proper accounts of "公民教育活動資助計劃 - 共建未來·培養公民教育計劃" for the period from 1 March 2024 to 23 February 2025 ("the Project"), and all the terms and conditions of the Community Participation Scheme 2023-24, as specified in the following documents:

- (a) 2023-24年度「公民教育活動資助計劃」《撥款通知書》；
- (b) 2023-24年度「公民教育活動資助計劃」《使用撥款守則》；
- (c) all instructions and correspondences issued by the CPCE to the Company in respect of the Project.

Respective responsibilities of the director and auditor

The Directors are responsible for preparing the attached income and expenditure statement on an accrual basis in accordance with accounting principles generally accepted in Hong Kong, setting out the gross income received from the Project and the expenses incurred in connection with the Project, in order to comply with the terms and conditions stated in the Guidelines on the use of sponsorship for Community Participation Scheme 2023-24. This responsibility includes designing, implementing and maintaining internal controls relevant to the preparation and presentation of the income and expenditure statement so that it reflects the income received and expenses incurred in connection with the Project and is free from material misstatement.

It is my responsibility to form a conclusion on the attached income and expenditure statement, based on my engagement, and to report my conclusion to you, as a body, and the CPCE, in accordance with my agreed terms of engagement and for no other purpose. I do not accept responsibility towards or accept liability to any other person for the contents of this report.

M.L.WONG

Certified Public Accountants (Practising)

10/F., Feoso Building, 877 Lai Chi Kok Road,
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Quality control and independence

I apply 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.

I 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 behaviour.

Basis of conclusion

I conducted my reasonable assurance engagement in accordance with the Hong Kong Standard on Assurance Engagements 3000 (Revised) "Assurance Engagements Other Than Audits or Reviews of Historical Financial Information" issued by the HKICPA and with reference to terms and conditions stated in the Guidelines on the use of sponsorship for Community Participation Scheme 2023-24.

The work undertaken in connection with this engagement is less in scope than an audit conducts in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that I would become aware of all significant matters that might be identified in an audit. Accordingly, I do not express an audit opinion.

Furthermore, due to the nature of cash receipts and expenses relating to the Project, it was not practicable for us to determine whether the income and expenditure statement and the books and records of the Company include all transactions relating to the Project. It was impracticable for me to quantify the potential impact of this on the income and expenditure statement. Accordingly, my report relates solely to the income and expenditure account prepared from transactions that have been recorded in the Company's books and records.

My engagement included carrying out limited procedures for obtaining sufficient appropriated 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.

Conclusion

Based on the foregoing, in my opinion, the Company has complied with, in all material respects, the requirements set by the CPCE (including the requirements to keep proper books and records and to prepare proper Project Accounts), and all the terms and conditions of the Community Participation Scheme 2023-24, as specified in the documents mentioned in the above first paragraph.

I further report that all expenses incurred fall within the scope of sponsorship of the Committee on the Promotion of Civic Education, and in line with the Guidelines on the Use of Sponsorship specified by the Committee.

M.L.WONG

Certified Public Accountants (Practising)

10/F., Feoso Building, 877 Lai Chi Kok Road,
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Telephone: 6083 4730

Use of this report

This report is intended solely for the purpose of assisting the Company to satisfy the conditions stated in the Guidelines on the use of sponsorship for Community Participation Scheme 2023-24 in connection with the Project and is not intended to be, and should not be, used for any other purpose. I agree that a copy of this report may be provided to the Directors of the CPCE without further comment from me.

 

WONG MAN LOK

Certified Public Accountants (Practising)

Practising Certificate No.: P06481

M.L.WONG CPA (PRACTISING)

Hong Kong, 9 April 2025

香港新來港人士服務基金有限公司
2023-24年度「公民教育活動資助計劃」
共建未來·培養公民教育計劃
活動編號：079
收支結算表：2024年3月1日至2025年2月23日

	附註	HK\$
活動計劃收入		
在資助計劃下已發放的預支撥款		34,960.00
有待資助計劃發放的餘下撥款	1	23,914.98
總收入 (A)		<u>58,874.98</u>
活動計劃支出		
法治智多星·網上問答比賽		
1.問答比賽獎品		4,500.00
培育公民意識·公民教育同樂日		
1.義工津貼		960.00
2.活動物質(如場地佈置費用等)		2,000.00
3.同樂日小禮物		6,842.00
4.中華文化體驗活動導師費		2,000.00
5.中華文化體驗活動材料費		2,000.00
6.教育易拉架(設計連印刷)		294.00
法治與歷史·公民教育之旅		
1.旅遊巴租車費用(來回共2次)		2,900.00
2.保險		980.98
3.紀念品費用		2,000.00
共建未來·關愛社會環保袋填色比賽		
1.獎品		3,000.00
2.比賽章程及表格		1,000.00
3.參加者證書(設計連印刷)		132.00
4.主題環保袋設計費		1,000.00
5.主題環保袋印刷		21,900.00
宣傳活動及其他費用		
1.計劃宣傳橫額(設計連印刷)		66.00
2.雜項/應急開支(如一般文具、膠紙、公文袋等)		2,500.00
3.核數費用		4,800.00
總支出 (B)		<u>58,874.98</u>
收支結餘 (A) - (B)		<u><u>-</u></u>

附註：

(1) 公民教育委員會剩餘撥款將會在核實計劃及使用撥款時均符合守則的各項規定後安排發放。

本人證明上述收支帳正確無誤

羅琮
總幹事