

**THE YUEN YUEN INSTITUTE
ASSURANCE REPORT OF THE TRUSTEE OF
THE FUND RAISING ACTIVITY
HELD FROM 21ST DECEMBER, 2013 TO
16TH FEBRUARY, 2014
UNDER PUBLIC SUBSCRIPTION
PERMITS NO. 2013/373/1**

TEAMWAY & PARTNERS
CERTIFIED PUBLIC ACCOUNTANTS
HONG KONG

INDEPENDENT ASSURANCE REPORT TO THE TRUSTEES OF THE YUEN YUEN INSTITUTE (“the Charity”)

In accordance with our agreed terms of engagement, we have performed an engagement on the attached income and expenditure account of the Charity’s fund-raising activity held from 21st December 2013 to 16th February 2014. (“the Event”).

Respective responsibilities of the Trustee and ourselves

The Trustee is 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 (“SWD”) of the Government of the Hong Kong Special Administrative Region. 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 Standard 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 Charity 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 Charity’s books and records.

INDEPENDENT ASSURANCE REPORT TO THE TRUSTEES OF THE YUEN YUEN INSTITUTE ("the Charity")

Basis of conclusion (Cont'd)

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 on the control of completeness of income and expenditure in the fund-raising activities.

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 expense incurred by the Charity 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 Charity 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 Charity is required to do so under the conditions stated in the relevant Public Subscription Permit without further comment from us.




Teamway & Partners
Certified Public Accountants

Hong Kong 30 APR 2014

INCOME AND EXPENDITURE ACCOUNT
 IN RESPECT OF THE FUND RAISING ACTIVITY NAMED “圓玄愛心慈善券 2014”
 (PUBLIC SUBSCRIPTION PERMITS NO. 2013/373/1)
 HELD FROM 21ST DECEMBER, 2013 TO 16TH FEBRUARY, 2014

	HKS
INCOME	
Lottery tickets	492,110
Donation	33,652
	<u>525,762</u>
EXPENDITURE	
Design fee	500
Insurance	3,500
Local travelling and transportation	735
Postage	895
Printing	15,920
Professional fee	400
Sundry expenses	3,900
Volunteers' allowance	13,300
	<u>39,150</u>
SURPLUS	<u><u>486,612</u></u>

This income and expenditure account above was approved and authorized for issue by the Trustee – The Yuen Yuen Institute on **30 APR 2014** and is signed on its behalf by:



 Trustee

Public Subscription Permit No. 2013/373/1

NOTES TO INCOME AND EXPENDITURE ACCOUNT
FROM 21ST DECEMBER, 2013 TO 16TH FEBRUARY, 2014

1. GENERAL

The Fund Raising Activity held from 21st December, 2013 to 16th February, 2014 is an Event organized by The Yuen Yuen Institute for the purpose of raising charitable funds for operation of The Yuen Yuen Institute Social Service Department.

2. PRINCIPAL ACCOUNTING POLICIES

Basis of accounting

The income and expenditure account has been prepared using the historical cost basis of accounting.

Income recognition

Income is recognized on bank in receipt of donations.

3. TAXATION

As The Yuen Yuen Institute is registered as a charitable organization under Section 88 of Inland Revenue Ordinance, the Event is exempted from Hong Kong profits tax.

致圓玄學院董事局(以下簡稱[該慈善機構])信託人的獨立鑒證報告

按照我們雙方所協定的應聘條款，我們對隨附本報告書關於慈善機構於 2013 年 12 月 21 日至 2014 年 2 月 16 日期間舉行的一般慈善籌款活動[有關活動]的收支結算表進行鑒證工作。

信託人及我們各自的責任

根據香港特別行政區政府社會福利署([社會福利署])發出的公開籌款許可證所列條件，信託人須負責按照附註 2 所載的編製基準編製隨附的收支結算表，列出有關活動所籌集的總捐款及實際開支。這責任包括設計、實施及維護與編製及列報收支結算表的內部監控，使收支結算表反映有關活動所籌集的捐款及實際開支不存在任何重大錯誤陳述。

我們的責任是根據我們鑒證工作的結果對隨附的收支結算表作出結論，並向信託人報告。

結論的基礎

我們已根據香港會計師公會([公會])頒佈的鑒證業務準則第 3000 號[非審核或審閱過往財務資料之鑒證工作]及參考公會所頒佈[有關申報獲發社會福利署公開籌款許可證的一般慈善籌款活動(賣旗日除外)的通函] (“Circular on Reporting on General Charitable Fund-raising Activities Covered by Public Subscription Permits issued by the Social Welfare Department (Other than Flag Days)”)進行工作。

由於我們按照應聘條款進行工作的範圍較按照香港審計準則進行審核的範圍為小，所以不能保證我們會注意到在審核中可能會被發現的所有重大事項。因此，我們不會發表任何審核意見。

此外，基於一般慈善籌款活動以現金收支，我們難以確定慈善機構的收支結算表及帳冊與帳目紀錄是否已包括所有有關活動的交易，亦難以量化其對收支結算表的潛在影響。因此，我們僅與按照慈善機構帳冊及帳目紀錄所載交易編製的收支結算表作出報告。

我們的工作包括採取有限程序獲取充份和適當的憑證以作出結論，例如主要向負責財務會計事項的人員詢問及其他我們認為必要的程序以保證收入及支出的完整性。

致圓玄學院董事局(以下簡稱[該慈善機構])信託人的獨立鑒證報告

結論

根據以上所述，我們並沒有注意到任何事項，使我們相信隨附的收支結算表在所有重大方面沒有反映我們所獲取按照附註 2 所載的編製基準而編製的帳冊及帳目紀錄所載有關活動籌集的總捐款及實際開支。

報告用途

本報告僅為協助慈善機構遵守社會福利署就有關活動所發出公開籌款許可證所列的條件而編撰，不擬亦不得用作其他用途。

我們同意慈善機構可向社會福利署署長提供本報告，且慈善機構亦可根據有關公開籌款許可證所列條件刊載本報告而毋須再徵詢我們意見。



天永會計師行
執業會計師

香港 30 APR 2014

圓玄學院籌款活動“圓玄愛心慈善券 2014”

(公開籌款許可證編號 2013/373/1)

收支帳

於 2013 年 12 月 21 日至 2014 年 2 月 16 日舉行

港幣

收入

獎券
捐款

492,110

33,652

525,762

減:支出

設計費
保險費
交通運輸
郵費
印刷費
核數
雜費
義工津貼

500

3,500

735

895

15,920

400

3,900

13,300

39,150

籌款盈餘

486,612

簽署及確實



信託人

公開籌款許可證編號 2013/373/1

財務報表附註

由二零一三年十二月二十一日到二零一四年二月十六日

1. 基本資料

是次公開籌款由圓玄學院籌辦，於二零一三年十二月二十一日到二零一四年二月十六日進行，主要目的是作為「圓玄學院」社會服務部的各項服務經費。

2. 基本會計政策

會計基準

本收支帳是以原始成本作為編制基準。

確認收入

認捐之款項以銀行實收到之捐款計算。

3. 稅項

圓玄學院是根據香港《稅務條例》第八十八獲豁免繳稅的慈善機構，是次公開籌款活動之收益可豁免繳交利得稅。