

收支報告應由活動計劃負責人填寫及遞交正副本各一份，並必須於整個活動計劃完成後兩個月內交抵委員會秘書處。如團體未有遵照「使用撥款守則」依時遞交收支報告，我們有權撤銷撥款。團體亦須將已收取的預支撥款悉數歸還。團體日後提交的撥款申請的總評分亦會被扣減，詳情請參閱附件 X。

2021-22 年年度「公民教育活動資助計劃」收支報告

活動計劃名稱：國安・家康・海事共建樂安居(編號：074)

活動計劃收入	
項目	款額(\$)
已收妥之預支撥款	\$133,915
參加者收費	\$0
團體自付	<u>\$6,353</u> 6353 03
其他收入	\$0
☒ 待發放之剩餘撥款 ☐ 將退還之款額	\$128,215
總計：	<u>\$268,483</u> 268 483 03

- 如填妥之收支報告有任何修改之處，請在旁簽署確認。
- 所有收據必須由活動計劃負責人簽署及團體蓋章核實。

請在適當的方格加上“ ”

項目	預算支出 (\$)	公民教育 活動資助 計劃 核准資助 額(\$)	擬由公民教 育活動資助 計劃撥款支 付(\$) (A)	參加者收費 / 團體自付 或其他收入 支付(\$) (B)	實際支出 (\$) = (A) + (B)	附註 (請於單據右上角填上收 據編號)
1. 租用船隻費用 (3 天)	\$150,000	\$150,000	\$150,000	\$0	\$150,000	(1.1-1.3)
2. 租賃旅遊巴士 (3 天)	\$22,500	\$10,260	\$4,560	\$5,840	\$10,400	(2.1-2.4) 只獲資助\$4,560
3. 保險 (3 天)	\$2,520	\$2,520	\$2,520	\$513.03	\$3,033.03	(3.1-3.2) 只獲資助\$2,520
4. 義工津貼 (3 天) (每次活動連續3小時或以上)	\$12,000	\$5,400	\$5,400	\$0	\$5,400	(4.1)
5. 導遊及活動導師費用 (3 天) (共不少於99小時)	\$32,400	\$32,400	\$32,400	\$0	\$32,400	(4.1)
6. 場地佈置及佈景板 (3 天)	\$9,000	\$9,000	\$9,000	\$0	\$9,000	(5.1)
7. 場地音響設備及小露寶 (3 天)	\$6,000	\$6,000	\$6,000	\$0	\$6,000	(4.1)
8. 攝影及錄影 (3 天)	\$9,000	\$1,650	\$1,650	\$0	\$1,650	(4.1)
9. 防疫物資, 包括後備口罩、酒精搓手液等 (3 天)	\$1,800	\$1,800	\$1,800	\$0	\$1,800	(4.1)
10. 急救包 (3 天)	\$1,800	\$1,800	\$1,800	\$0	\$1,800	(4.1)
11. 推廣國情及基本法小冊子 (設計及印刷) (3 天)	\$18,000	\$12,600	\$12,600	\$0	\$12,600	(5.1)
12. 參加者及義工嘉許證書 (設計及印刷) (3 天)	\$3,600	\$3,600	\$3,600	\$0	\$3,600	(5.1)
13. 紀念品 (3 天)	\$10,800	\$10,800	\$10,800	\$0	\$10,800	(5.1)
14. 啟程前、回程後活動及雜項支出, 包括宣傳用品、簡介會及面試場地租用、報告及光碟制作等 (3 天)	\$15,000	\$15,000	\$15,000	\$0	\$15,000	(4.1)
15. 核數報告支出	\$5,000	\$5,000	\$5,000	\$0	\$5,000	(6.1)
總計:	\$299,420	\$267,830	\$262,130	\$6,353	\$268,483	

上述活動計劃支出報告及單據已由本獨立執業會計師/核數師核實。

會計師/核數師簽署:

Litay Chafu

公司印鑑:



635303 268483.03

本團體謹此證明：

- (1) 上述資料全屬正確無誤，同時上列所有其他收入來源及贊助金額，並無任何遺漏；
- (2) 上列的各項支出只供進行上述活動之用，並屬合理及為有關活動所需；及
- (3) 有關活動並無賺取任何利潤。

☒ 本團體現申請發放剩餘撥款 \$128,215，請將劃線支票付予下列收款人

— 團體之銀行戶口名稱：HONG KONG SEA CADET CORPS

(以英文正楷填寫)

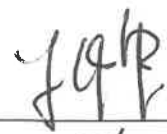
☐ 本團體將退還「公民教育活動資助計劃」的款額 \$_____

團體名稱：香港海事青年團

團體地址：九龍鑽石山豐盛街 11 號

活動計劃負責人姓名：曾錦華

簽署：



團體負責人姓名：陳威豪

簽署：



聯絡電話：2327-7883

傳真：2350-2484

電郵：hq@seacadet.org.hk

團體印鑑：



日期：29/11/2012

請在適當的方格加上“ ”

備註：

1. 活動計劃負責人所提供的資料，只用於與公民教育活動資助計劃有關的事宜。
2. 如團體未能提供所需資料，秘書處可能無法發放剩餘撥款。
3. 活動計劃負責人有權查詢及修正此等資料。查詢請電 2708 2455 / 2708 2466 與秘書處聯絡。

HONG KONG SEA CADET CORPS

公民教育活動資助計劃 -
「國安·家康·海事共建樂安居」

**INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD FROM 18 JULY 2023
(DATE OF COMMENCEMENT)
TO 28 OCTOBER 2023**



**INDEPENDENT AUDITOR'S REPORT
TO THE EXECUTIVE COMMITTEE OF HONG KONG SEA CADET CORPS
公民教育活動資助計劃 - 「國安·家康·海事共建樂安居」**

Pursuant to the result announcement dated 22 March 2022 made between Committee on the Promotion of Civic Education ("CPCE") and Hong Kong Sea Cadet Corps ("Corps") and the Guidelines on Resource Plan in respect of the project funded by the Community of Participation Scheme 2021-22, we have performed a reasonable assurance engagement to report on whether the Corps 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 - 「國安·家康·海事共建樂安居」(the "Project") (File no.: HAB/CA2/10-5/3/11/074 (21-22)) for the period from 18 July 2023 (date of commencement) to 28 October 2023 on pages 3 to 4 ("Project Accounts"), and all the terms and conditions of the Community Participation Scheme 2021-22, as specified in the following documents:

- (a) 2021-22 年度「公民教育活動資助計劃」《撥款通知書》;
- (b) 2021-22 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 Corps in respect of the Project.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The CPCE requires the Corps to comply with the requirements set by the CPCE (including the requirements to keep proper books and records and to prepare Project Accounts), and all the terms and conditions of the Community Participation Scheme 2021-22, as specified in the documents mentioned in the above first paragraph.

OUR INDEPENDENCE AND QUALITY MANAGEMENT

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 Management 1, which requires the firm to design, implement and operate a system of quality management including policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

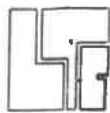
PRACTITIONER'S RESPONSIBILITIES

It is our responsibility to form an independent conclusion based on our reasonable assurance engagement, and to report our conclusion to you.

We conducted our reasonable assurance engagement in accordance with Hong Kong Standard on Assurance Engagement 3000 (Revised) "Assurance Engagements Other than Audits or Reviews of Historical Financial Information" issued by the Hong Kong Institute of Certified Public Accountants and the latest Notes to Auditors issued by the CPCE.

Our reasonable assurance engagement includes examination, on a test basis, of evidence relevant to the Corps' compliance with 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 2021-22, as specified in the documents mentioned in the above first paragraph. It also includes an assessment of the significant estimates and judgments made by the Corps in the preparation of the Project Accounts, and of whether the accounting policies have followed the requirements of the Community Participation Scheme 2021-22, consistently applied and adequately disclosed.

to be cont'd/.....



李湯陳會計師事務所
LI, TANG, CHEN & CO.
Certified Public Accountants (Practising)

17/F Leighton Centre
77 Leighton Road
Causeway Bay
Hong Kong

Fax : (852) 3583 8001
E-mail: info@litangchen.com

We planned and performed our reasonable assurance engagement so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give our conclusion about whether the Corps 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 2021-22, as specified in the documents mentioned in the above first paragraph. In forming our conclusion, we also evaluated the overall adequacy of the presentation of information in the Project Accounts. We believe that our reasonable assurance engagement provides a reasonable basis for our conclusion.

CONCLUSION

Based on the foregoing, in our opinion, the Corps 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 2021-22, as specified in the documents mentioned in the above first paragraph.

USE OF THIS REPORT

This report is intended for filing by the Council with the Trustee of the Community Participation Scheme 2021-22, and is not intended to be, and should not be, used by anyone except the above two parties for any other purposes.

Li, Tang, Chen & Co.
Certified Public Accountants (Practising)
17/F Leighton Centre
77 Leighton Road
Causeway Bay
Hong Kong

28 DEC 2023

APWS/JCKB

HONG KONG SEA CADET CORPS

公民教育活動資助計劃 - 「國安·家康·海事共建樂安居」

INCOME AND EXPENDITURE ACCOUNT**FOR THE PERIOD FROM 18 JULY 2023 (DATE OF COMMENCEMENT) TO 28 OCTOBER 2023**

	HK\$	HK\$
INCOME		
Sponsorship received		133,915
Sponsorship receivable		128,215
Sponsorship from Hong Kong Sea Cadet Corps		<u>6,353</u> 6353.03
		268,483 268483.03
LESS: EXPENDITURE		
Audit fee	5,000	
Rental of ferry	150,000	
Rental of shuttle bus	10,400	
Insurance	<u>3,033</u> 3033.03	
Allowance	5,400	
Salary	32,400	
Decoration	9,000	
Audio equipment	6,000	
Printing of 推廣國情及基本法小冊子	12,600	
Printing of certificate	3,600	
Souvenirs	10,800	
Video recording & photography	1,650	
First aid supplies	1,800	
Hygiene products (face mask, alcohol-based handrub)	1,800	
Sundry expenses	<u>15,000</u>	
		<u>268,483</u> 268483.03
DEFICITS/SURPLUS		<u>-</u>

The financial statements set out on pages 3 to 4 are approved and authorized for issue by the executive committee of Hong Kong Sea Cadet Corps:



Name: Cdr. Kenneth W.H. CHAN
Chief Staff Officer
Position: Hong Kong Sea Cadet Corps
Date: 28 DEC 2023

HONG KONG SEA CADET CORPS

公民教育活動資助計劃 - 「國安·家康·海事共建樂安居」

NOTES ON FINANCIAL STATEMENTS

1. GENERAL INFORMATION

The 「國安·家康·海事共建樂安居」 (the “Project”) was sponsored by Community Participation Scheme 2021-22 (the “Project”) under Committee on the Promotion of Civic Education.

The registered office of Hong Kong Sea Cadet Corps (the “Corps”) is located at 11 Fung Shing Street, Diamond Hill, Hong Kong.

The financial statements are presented in Hong Kong dollars, which is the same as the functional currency of the Corps.

The Project was commenced on 18 July 2023 and expired on 28 October 2023.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied throughout the whole period of the Project, unless otherwise stated.

a) Basis of preparation:

These financial statements have been prepared from the accounting records in respect of the Project maintained by the Corps under the historical cost convention.

b) Revenue recognition:

Government sponsorship and participant’s fee are recognised on accrual basis.

c) Project expenditures:

Project expenditures are accounted for on accrual basis.

3. GOVERNMENT GRANT

On 22 March 2022, Secretary –Committee on the Promotion of Civic Education had agreed to sponsor up to a maximum amount of HK\$267,830 to the Corps as the intermediary to run/operate the Project named the 「國安·家康·海事共建樂安居」 under Community Participation Scheme 2021-22.