



Oxfam Hong Kong  
樂施會

Income and Expenditure Account  
for the Oxfam Rice Event  
held on 7, 8, 14 and 15 May 2016



Independent assurance report to the Council Members of  
Oxfam Hong Kong (“the Company”) (continued)  
*(Incorporated in Hong Kong and limited by guarantee)*

*Our Responsibilities (continued)*

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised) “Assurance Engagements Other Than Audits or Reviews of Historical Financial Information” and with reference to Practice Note 850 “Reporting on Flag days and General Charitable Fund-raising Activities Covered by Public Subscription Permits issued by the Social Welfare Department” issued by the HKICPA. We have planned and performed our work to obtain limited assurance for giving our conclusion below.

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.

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. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

*Inherent Limitations*

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 IEA and the books and records of the Company include all transactions relating to the Event. It was impracticable for us to quantify the potential impact of this on the IEA. Accordingly, our report relates solely to the IEA prepared from transactions that have been recorded in the Company’s books and records.



**Independent assurance report to the Council Members of  
Oxfam Hong Kong (“the Company”) (continued)**  
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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 IEA does not reflect, in all material respects, the donations raised and the expenses incurred by the Company 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.

*Intended Users and Purpose*

This report is intended solely for the purpose of assisting the Company 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 without further comment from us.

A handwritten signature in black ink, appearing to read 'Kwong', written in a cursive style.

Certified Public Accountants

8th Floor, Prince’s Building  
10 Chater Road  
Central, Hong Kong


12 AUG 2016

## Income and expenditure account for the Oxfam Rice Event held on 7, 8, 14 and 15 May 2016

*(Expressed in Hong Kong dollars)*


	<i>Activities under permit no. 2016/123/1</i>	<i>Activities without permit requirement</i>	<i>Total</i>
<b>Income</b>			
Income from rice selling	\$ 1,460,808	\$ 940,514	\$ 2,401,322
<b>Expenditure</b>			
Advertising and promotion	\$ 106,478	\$ 68,554	\$ 175,032
Cleaning	1,830	-	1,830
Food and beverages	868	-	868
Insurance	17,818	2,888	20,706
Miscellaneous	6,579	1,386	7,965
Office supplies	4,260	1,180	5,440
Postage	1,740	7,296	9,036
Printing	10,842	13,245	24,087
Prize and souvenirs	608	392	1,000
Production	49,905	28,999	78,904
Rice packing	26,265	61,746	88,011
Rice storage	9,977	6,423	16,400
Staff cost	-	21,506	21,506
Transportation	44,463	285	44,748
Venue hire	3,219	1,177	4,396
	<u>\$ 284,852</u>	<u>\$ 215,077</u>	<u>\$ 499,929</u>
Surplus	<u>\$ 1,175,956</u>	<u>\$ 725,437</u>	<u>\$ 1,901,393</u>

Approved and authorised for issue on **12 AUG 2016**


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Carrie Yiu  
Director of Operations


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Jeff Wong  
Finance Manager

The notes on page 5 forms part of this account.

## Notes to the income and expenditure account (Expressed in Hong Kong dollars)

### **1 General**

Section 4(17)(i) of Summary Offences Ordinance (Cap. 228) stipulates that activities relating to charitable sales and donations in public places require permits from the Social Welfare Department. Certain activities of the Oxfam Rice Event held on 7, 8, 14 and 15 May 2016 fell under this requirement and therefore Oxfam Hong Kong obtained permit numbered 2016/123/1 on 29 April 2016.

### **2 Significant accounting policies**

#### *Basis of preparation*

- (a) All donations raised through this Event will be designated to the Oxfam China Development Fund for various integrated development programmes and emergency relief work in Mainland China.

Donation income is recognised on a cash basis.

- (b) Expenditure represents the costs incurred directly in respect of the fund-raising activities. Common expenditure incurred for both activities with and without permit requirements are allocated based on the income from each of these activities.

Expenditure is recognised on an accrual basis.