

**Sample of the Audited Income and Expenditure Account for a  
General Charitable Fund-raising Activity covered by a Public Subscription Permit  
issued by the Social Welfare Department**

[Registered Name of the Permittee] <sup>Note i</sup>

Approved Date/Period for General Charitable Fund-raising Activities] <sup>Note ii</sup>

Public Subscription Permit No. 2021/XXX/1

<b><u>Income</u></b>	<b><u>HK\$</u></b>
Charity sales	XXX
Cost of the charity sale items	(XXX)
Surplus from charity sale	XXX
 Donations received	XXX
 <b><u>Expenditure</u></b> <sup>Note iii</sup>	
Advertising and promotion	XXX
Allowances/souvenirs for volunteers	XXX
Auditor's remuneration	XXX
Bank charges	XXX
Legal and professional fee	XXX
Salaries for fundraisers	XXX
Insurance (e.g. Public liability, money-in-transit, personal accident, etc)	XXX
Photographic and video shooting expenses	XXX
Printing and stationery	XXX
Postage	XXX
Transportation/travelling	XXX
Miscellaneous (encouraged not exceeding 5% of total expenditures)	XXX
<b>Total expenditure</b>	XXX
 <b>Excess of income over expenditure</b>	XXX

Approved and authorised for issue by the Board of Directors on [DATE]. <sup>Note iv</sup>

\_\_\_\_\_  
[Name of Director]  
Director

\_\_\_\_\_  
[Name of Director]  
Director

## Notes to the Income and Expenditure Account

### 1. General

The fund-raising purpose(s) of the general charitable fund-raising event is (are) [.....].<sup>Note v</sup>

### 2. Basis of preparation

#### The significant accounting policies are set out below:

The income collected and expenditure incurred through the general charitable fund-raising activity held on [Date/Period] are recognised on an accrual basis.

### 3. Donations credited to the bank

Excess of income over expenditure	<u>HK\$</u> XXX
Add: accrued expenditure not yet paid as at [DATE] *	XXX
Net balance of donations deposited into Permittee's bank account on/by [DATE] *	<hr/> XXX

\* According to the relevant permit condition, the net balance of donations should be credited into the bank account of the Permittee within 60 days of the last event day approved or before the commencement of work by an accountant, an accounting firm or a corporate practice, whichever is earlier. Both dates entered above, if applicable, should be the same.

### Notes

- i. The registered name of the Permittee must be the same as that stated in the Public Subscription Permit.
- ii. If the fund-raising activity on the first and/or the last event day during the period was/were cancelled, please state the actual fund-raising period.
- iii. Only the expenditure incurred in conducting the general charitable fund-raising activities covered by this permit should be reported. The expenditure items listed are for illustrative purpose only and may be modified, where necessary.
- iv. The income and expenditure account shall be approved by the Board of Directors of the Permittee and signed by two of the directors on behalf of the Board or, in the case where the Permittee is a private company having only one director, by the sole director.
- v. The fund-raising purpose(s) of the general charitable fund-raising activities must agree with the purpose(s) specified in the Public Subscription Permit.