

**SINGINGHOLIC**  
**ANNUAL FINANCIAL REPORT**  
**FOR THE PERIOD FROM**  
**1ST APRIL 2019**  
**TO**  
**31ST MARCH 2020**

**2019 至 2020 年度公民教育活動資助計劃**

**「跨代無界限」跨代共融藝術計劃 (001)**

**活動開始日期: 2019年4月1日**

**活動完結日期: 2020年3月31日**

**撥款信函日期: 2019年3月12日**

**撥款信函檔案編號:HAB/CA1/10-5/3/9/001 (19-20)**

**REVIEW REPORT  
TO THE EXECUTIVE COMMITTEE OF SINGINGHOLIC  
(Registered as a society of non-profit-making organisation in Hong Kong)**

I have audited the annual financial statements of Singingholic for the period from 1st April 2019 to 31st March 2020 and have issued an unqualified auditors' report thereon dated 25th May 2020.

I conducted my review of the attached Annual Financial Report on pages 2 to 5 of Singingholic for the period from 1st April 2019 to 31st March 2020 in accordance with Practice Note 851 "Review of the Annual Financial Reports of Non-governmental Organisations" issued by the Hong Kong Institute of Certified Public Accountants. The review includes considering the procedures and records relevant to the preparation of the Annual Financial Report and performing procedures to satisfy myself that the Annual Financial Report has been properly prepared from the books and records of Singingholic, on which the above audited financial statements of Singingholic are based.

**Review conclusions**

On the basis of the results of my review and having regard to the audit procedures performed by me in relation to the audit of the financial statements of Singingholic for the period from 1st April 2019 to 31st March 2020:

- a) in my opinion the Annual Financial Report has been properly prepared from the books and records of Singingholic; and
- b) no matters have come to my attention during the course of my review, which cause me to believe that Singingholic has not:
  - i. properly accounted for the receipt of approved sponsorship, fee collected from participants, expense borne by the organiser and expenditure in respect of the Guidelines on the Use of Sponsorship of the Scheme (GUSS) published by the Committee on the Promotion of Civic Education (CPCE) of the Government of the HKSAR;
  - ii. kept separate Operating Income and Expenditure Account for each subvented service unit as required by the GUSS;
  - iii. prepared the Annual Financial Report in accordance with the format and requirements set out in the GUSS.

This report is intended for filing with the Committee on the Promotion of Civic Education of the Government of the HKSAR and should not be used for any other purpose.

WONG CHI KEUNG, DENNIS

Certified Public Accountant

HONG KONG, 25th May 2020

# ANNUAL FINANCIAL REPORT

## SINGINGHOLIC

### 2019 至 2020 年度公民教育活動資助計劃 「跨代無界限」跨代共融藝術計劃 (the Scheme)

1ST APRIL 2019 TO 31ST MARCH 2020

	Note	HK\$
<b><u>Income</u></b>		
Approved sponsorship under the Scheme		
- Advance received sponsorship	1b	81,635.00
- Residual pending sponsorship	1c	39,665.00
Expense borne by the organiser	2	<u>5,605.00</u>
<b>Total income</b>		<u>126,905.00</u>
<b><u>Expenditure</u></b>		
A. Workshop (1st stage)/ Sharing session	3	7,550.00
B. Visits and community performances	4	22,500.00
C. Workshop (2nd stage)	5	7,547.00
D. Rehearsal	6	20,000.00
E. Guide tour	7	1,200.00
F. Public performance	8	45,100.00
H. Propaganda	9	14,000.00
I. Other charges	10	1,008.00
I. Audit fee		<u>8,000.00</u>
<b>Total expenditure</b>		<u>126,905.00</u>
<b>Balance for the year</b>		<u><u>-</u></u>



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Lam, Kwun Kan  
Vice Chairman (副主席)  
Date: 25th May 2020



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Lee, Wing Chu  
Artistic Director (藝術總監)  
Date: 25th May 2020

**SINGINGHOLIC**  
**NOTES TO THE ANNUAL FINANCIAL REPORT**

**1. Sponsorship** **撥款收入**

*(a) Basis of preparation*

The Annual Financial Report (AFR) is prepared in accordance with the Guidelines on the Use of Sponsorship of the Community Participation Scheme 2019-2020 which is administered by the Committee on the Promotion of Civic Education (CPCE). AFR is prepared on cash basis, that is, income is recognised upon receipt of cash, except residual pending sponsorship and expenditure is recognised when expenses are paid, except accrual of audit fee. Non-cash items such as depreciation, provisions and accruals, except audit fee have not been included in the AFR.

*(b) Advance received sponsorship* **已收妥之預支撥款**

This represents approved sponsorship received in advance of the Civic Education activities are launched.

*(c) Residual pending sponsorship* **待發放之剩餘撥款**

This represents approved sponsorship receivable after the Civic Education activities are finished.

**2. Expense borne by the organiser** **團體自付**

This represents the non-sponsored expenses paid by the organisation during the year.

**3. Workshop (1st stage)/ Sharing session** **第一階段工作坊 / 分享會**

		<b>HK\$</b>
Speaker fee (5 sessions)	講者費用(5節)	5,000.00
Notes	筆記	550.00
Venue rental	場地租用	2,000.00
		7,550.00

**4. Visits and community performances** **探訪及社區演出活動**

		<b>HK\$</b>
Props/ clothing costs	道具/服裝費用	5,000.00
Audio setting	音響設置	10,000.00
Transportation	運輸	2,500.00
Souvenir and other materials	探訪禮物及物資	5,000.00
		22,500.00

**SINGINGHOLIC**  
**NOTES TO THE ANNUAL FINANCIAL REPORT (CONTINUED)**

<b>5. Workshop (2nd stage)</b>	<b>第二階段工作坊</b>	<b>HK\$</b>
Speaker fee (5 sessions)	講者費用(2節)	5,000.00
Notes	筆記	547.00
Venue rental	場地租用	<u>2,000.00</u>
		<u>7,547.00</u>
<b>6. Rehearsal</b>	<b>排練</b>	<b>HK\$</b>
Venue rental (50 sessions)	場地租用(50節)	<u>20,000.00</u>
<b>7. Guide tour</b>	<b>導賞</b>	<b>HK\$</b>
Travelling	參加者交通費	<u>1,200.00</u>
<b>8. Public performance</b>	<b>公開演出</b>	<b>HK\$</b>
Venue (3 dramas)	場地(3場)	10,000.00
Director	導演	5,000.00
Stage director	舞台總監	5,000.00
Assistant stage supervision	助理舞台監督	3,000.00
Executive stage supervision	執行舞台監督	5,000.00
Lighting design and setup	燈光設計及設置	4,000.00
Stage design and production	舞台設計及製作	3,000.00
Music equipment and musical instruments	音樂器材及樂器	3,000.00
Recording	攝錄	1,600.00
Transportation	運輸	1,000.00
Participant meal	參加者膳食	2,500.00
Makeup hairstyle	化妝髮型	<u>2,000.00</u>
		<u>45,100.00</u>

**SINGINGHOLIC**  
**NOTES TO THE ANNUAL FINANCIAL REPORT (CONTINUED)**

<b>9. Propaganda</b>	<b>宣傳</b>	<b>HK\$</b>
Activity/ community tour and show promotion (printing/ postage/ publicity materials)	活動及社區演出推廣 (如信件印刷/郵費/ 宣傳品等)	3,000.00
Public performance poster	公開演出宣傳海報	4,000.00
Public performance leaflet	公開演出宣傳單張	3,000.00
Public performance brochure	公開演出場刊	3,000.00
Online promotion	活動網上宣傳	1,000.00
		<u>14,000.00</u>

<b>10. Other charges</b>	<b>雜費</b>	<b>HK\$</b>
Stationeries	文具	643.00
Printing and copy expenses	列印及影印費	215.00
Drinking water (2 boxes)	飲用水 (2箱)	150.00
		<u>1,008.00</u>