

SINGINGHOLIC
ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM
1ST APRIL 2020
TO
30TH APRIL 2022

2020 至 2021 年度公民教育活動資助計劃
「跨代樂同行」跨代共融藝術計劃 2020 (003)
活動開始日期: 2020年4月1日
活動完結日期: 2022年4月30日

撥款信函日期: 2020年3月20日

撥款信函檔案編號:HAB/CA2/10-5/3/10/003 (20-21)

**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 2020 to 30th April 2022 and have issued an unqualified auditors' report thereon dated 16th June 2022.

I conducted my review of the attached Annual Financial Report on pages 2 to 5 of Singingholic for the period from 1st April 2020 to 30th April 2022 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 2020 to 30th April 2022:

- 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, expenses 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; and
 - 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, 16th June 2022

ANNUAL FINANCIAL REPORT

SINGINGHOLIC

2020 至 2021 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 2020 TO 30TH APRIL 2022

	Note	HK\$
<u>Income</u>		
Approved sponsorship under the Scheme		
- Advance received sponsorship	1b	142,337.50
- Residual pending sponsorship	1c	54,784.50
Expenses borne by the organiser	2	<u>14,118.00</u>
Total income		<u>211,240.00</u> -----
<u>Expenditure</u>		
A. Workshop (1st stage)/ Sharing session	3	10,576.00
B. Drama and music training workshop	4	20,641.00
C. Leader training workshop	5	6,000.00
D. Visits and community performances	6	14,000.00
E. Small-scale performance training workshop	7	31,119.00
F. Public performance rehearsal	8	24,000.00
G. Guide tour	9	1,380.00
H. Public performance	10	79,469.00
I. Propaganda	11	15,000.00
J. Other charges	12	1,055.00
J. Audit fee		<u>8,000.00</u>
Total expenditure		<u>211,240.00</u> ----- -----
Balance for the year		<u><u>-</u></u>



Lam, Kwun Kan
Vice Chairman (副主席)
Date: 16th June 2022



Lee, Wing Chu
Artistic Director (藝術總監)
Date: 16th June 2022

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 2020-2021 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. Expenses borne by the organiser **團體自付**

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

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

		HK\$
Speaker fee (5 sessions)	講者費用(5節)	5,000.00
Notes	筆記	516.00
Venue rental	場地租用	2,560.00
Workshop materials	工作坊活動物資	2,500.00
		10,576.00

4. Drama and music training workshop **戲劇及音樂訓練工作坊**

		HK\$
Speaker fee (10 sessions)	導師費用(10節)	10,000.00
Notes	筆記	521.00
Venue rental	場地租用	5,120.00
Workshop materials	工作坊活動物資	5,000.00
		20,641.00

SINGINGHOLIC
NOTES TO THE ANNUAL FINANCIAL REPORT (CONTINUED)

5. Leader training workshop	戲劇及音樂訓練工作坊	HK\$
Training fee (20 persons)	培訓費用(20人)	<u>6,000.00</u>
6. Visits and community performances	探訪及社區演出活動	HK\$
Props/ clothing costs	道具/服裝費用	5,000.00
Audio setting	音響設置	5,000.00
Transportation	運輸	1,000.00
Venue decoration	演出場景裝置	1,000.00
Souvenir and other materials	探訪禮物及物資	<u>2,000.00</u>
		<u>14,000.00</u>
7. Small-scale performance training workshop	小型演出訓練工作坊	HK\$
Tutor fee (20 sessions)	導師費用(20節)	19,998.00
Notes	筆記	561.00
Venue rental	場地租用	<u>10,560.00</u>
		<u>31,119.00</u>
8. Public performance rehearsal	公開演出排練	HK\$
Venue rental (50 sessions)	場地租用(50節)	<u>24,000.00</u>
9. Guide tour	導賞	HK\$
Travelling - tour bus	參加者旅遊巴	<u>1,380.00</u>

SINGINGHOLIC
NOTES TO THE ANNUAL FINANCIAL REPORT (CONTINUED)

10. Public performance	公開演出	HK\$
Venue (3 dramas)	場地(5場演出)	10,000.00
Director	導演	8,000.00
Stage director	舞台總監	8,000.00
Assistant stage supervision	助理舞台監督	10,000.00
Executive stage supervision	執行舞台監督	5,000.00
Lighting design and setup	燈光設計及設置	5,000.00
Props and special costumes	道具及特別服裝	5,000.00
Stage design and production	舞台設計及製作	8,117.00
Music equipment and musical instruments	音樂器材及樂器租用	5,000.00
Script revision and printing	劇本修訂及印製	1,452.00
Recording	攝錄	8,000.00
Transportation	運輸	500.00
Participants' meal (5 shows)	參加者膳食 (5場演出)	400.00
Makeup hairstyle	化妝髮型	5,000.00
		<u>79,469.00</u>
		<u><u>79,469.00</u></u>
11. Propaganda	宣傳	HK\$
Activity/ community tour and show promotion (printing/postage/ publicity materials)	學校/社區巡禮及及社區演出推廣 (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	2,000.00
Public performance leaflet	公開演出宣傳單張	6,000.00
Public performance brochure	公開演出場刊	3,000.00
Online promotion	活動網上宣傳	1,000.00
		<u>15,000.00</u>
		<u><u>15,000.00</u></u>
12. Other charges	雜費	HK\$
Stationeries	文具	670.00
Printing and copy expenses	列印及影印費	219.00
Small tools	小工具	166.00
		<u>1,055.00</u>
		<u><u>1,055.00</u></u>