

**HONG KONG ST. JOHN AMBULANCE**

**香港聖約翰救護機構**

**INCOME AND EXPENDITURE REPORT**

**OF**

**EXCHANGE PROJECT OF "柬埔寨青年文化交流之旅"**

**HELD FROM 12 AUGUST 2024 TO 17 AUGUST 2024**

**UNDER**

**THE FUNDING SCHEME FOR INTERNATIONAL YOUTH EXCHANGE 2024-25**

**(EXCHANGE PROJECT REFERENCE NO.: HYAB/YA1/7-7/1(2024-25)(A016))**



**GoVision CPA Limited**  
**泓滙會計師事務所有限公司**





## INDEPENDENT ASSURANCE REPORT

To the Council of

**HONG KONG ST. JOHN AMBULANCE**

香港聖約翰救護機構

(Incorporated in Hong Kong under Hong Kong St. John Ambulance Incorporation Ordinance)

**EXCHANGE PROJECT OF "柬埔寨青年文化交流之旅"**

**HELD FROM 12 AUGUST 2024 TO 17 AUGUST 2024**

**UNDER THE FUNDING SCHEME FOR INTERNATIONAL YOUTH EXCHANGE 2024-25**

**EXCHANGE PROJECT REFERENCE NO.: HYAB/YA1/7-7/1(2024-25)(A016)**

Pursuant to the conditions stated in the Application Result Notification dated 30 April 2024 (Exchange Project Reference No.: HYAB/YA1/7-7/1(2024-25)(A016)) issued by the Youth Development Commission ("YDC") and the relevant rules referred to in the Application Result Notification in respect of the Exchange Project of "柬埔寨青年文化交流之旅" held from 12 August 2024 to 17 August 2024 (the "Exchange Project") funded by the Funding Scheme for International Youth Exchange 2024-25 (the "Funding Scheme"), we have performed a reasonable assurance engagement to report on whether Hong Kong St. John Ambulance (the "Organisation") has complied with, in all material respects, the requirements set by the YDC (including the requirements to keep proper books and records and to prepare proper Income and Expenditure Report of the Exchange Project (the "I/E Report")), and all the terms and conditions of the Funding Scheme, as specified in the following documents:

- (a) the Application Guide of the Funding Scheme;
- (b) the Rules on Organising Exchange Project and Using of Funding under the Funding Scheme; and
- (c) all applicable instructions and correspondences issued by the YDC to the Organisation in respect of the Exchange Project.

### Responsibilities of the Council

The Council is responsible for the preparation of the I/E Report in compliance with the requirements set by the YDC (including the requirements to keep proper books and records and to prepare proper I/E Report), and all the terms and conditions of the Funding Scheme, as specified in the documents mentioned in the above paragraph. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation of the I/E Report and applying an appropriate basis of preparation; and making estimates that are reasonable in the circumstances.

### 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 or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.





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### Auditor's Responsibilities

It is our responsibility to form a conclusion, based on our reasonable assurance engagement, and to report our conclusion solely to you, as a body, in accordance with our agreed terms of engagement and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

We conducted our reasonable engagement in accordance with the Hong Kong Standard on Assurance Engagements 3000 (Revised) *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* issued by the HKICPA and the latest Notes for Auditors of Funded Enterprises issued in May 2024 by the YDC.

Our reasonable assurance engagement includes examination, on a test basis, of evidence relevant to the Organisation's compliance with the requirements set by the YDC (including the requirements to keep proper books and records and to prepare proper I/E Report), and all the terms and conditions of the Funding Scheme, as specified in the documents mentioned in the above first paragraph. It also includes an assessment of the significant estimates and judgements made by the Organisation in the preparation of the I/E Report, and of whether the accounting policies have followed the requirements of the Funding Scheme, consistently applied and adequately disclosed.

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 as to whether the Organisation has complied with, in all material respects, the requirements set by the YDC (including the requirements to keep proper books and records and to prepare proper I/E Report), and all the terms and conditions of the Funding Scheme, 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 I/E Report. We believe that our reasonable assurance engagement provides a reasonable basis for our conclusion.

### Conclusion

Based on the foregoing, in our opinion, the Organisation has complied with, in all material respects, the requirements set by the YDC (including the requirements to keep proper books and records and to prepare proper I/E Report), and all the terms and conditions of the Funding Scheme, as specified in the documents mentioned in the above first paragraph.

### Use of this report

This report is intended for filing by the Organisation with YDC, and is not intended to be, and should not be, used by anyone except the above two parties for any other purposes.


GoVision CPA Limited  
Certified Public Accountants

Hong Kong

6 December 2024

HKSJA

Cheung Man Yau, Timothy  
Practising Certificate No. : P01417

Room A, 15th Floor, Fortis Tower  
77-79 Gloucester Road, Wanchai, HK  
香港灣仔告士打道77-79號  
富通大廈15樓A室

(852) 3166 5600

(852) 3166 5700



## 收支報告

〔必須在整個交流項目完成後兩個月內提交〕

致：香港添馬添美道 2 號政府總部西翼 13 樓  
青年發展委員會秘書處

## 甲部 交流項目概要

交流項目編號：HYAB/YA1/7-7/1(2024-25) (A016)

(i) 交流項目名稱：柬埔寨青年文化交流之旅(ii) 目的地：柬埔寨金邊(iii) 交流團日期及日數（由出發至回到本港）：12/8/2024-17/8/2024  
（6 日）(iv) 參加交流項目的合資格青年總數目：17 人  
〔為下列(a)項及(b)項總和〕(a) 香港青年人數：12-17 歲 8 人 18-35 歲 9 人(b) 海外青年人數：1 人（如活動屬互訪或多邊交流）(v) 隨團香港工作人員數目：3 人（只有 1 位獲資助）

（如以上(i)至(v)項與申請結果通知書所載的資料不同，請註明原因及何時徵得青年發展委員會同意作出此項修改）

## 乙部 交流項目收入

交流項目收入	
細項	款額(\$)
委員會已發放的預支撥款	80,276
參加者收費（ <u>\$1,800</u> 元 x <u>11</u> 名受資助參加者）	19,800
（ <u>\$1,800</u> 元 x <u>2</u> 名工作人員）	3,600
（ <u>\$9,840</u> 元 x <u>1</u> 名工作人員）	9,840
「基層青年境外交流資助試行計劃」參加者收費 （ <u>          </u> 元 x <u>          </u> 名參加者）	
團體自行撥款	86,039.65
其他贊助（請詳列來源及款額）	10,800
需支援學生隊員資助計劃（\$1,800 元 x 6 名參加者）	
<input checked="" type="checkbox"/> 有待委員會發放之剩餘撥款	3,661.8
<input type="checkbox"/> 由民青局向「基層青年境外交流資助試行計劃」 合資格參加者提供的額外資助 （ <u>          </u> 元 x <u>          </u> 名參加者）	
<input type="checkbox"/> 團體將退還香港特別行政區政府之款額 （請在適當的方格加上“✓”）	
總計：	214,017.45



## 丙部 交流項目支出

交流項目支出 (如欄位不敷應用, 請自行調整或複印此頁)

合資格香港參加者在海外的開支, 例如機票、交通、住宿、膳食、旅遊保險; 以及團體在海外為合資格參加者舉辦的活動等支出<sup>1</sup>

項目	預算支出 (\$)	實際支出 (\$)	申請資助額 (\$)	附註 (如適用)
團費	291,000	167,280	67,320	17 位參加者團費, 每人為\$9,840(受資助人數為 11 人, 需支援學生隊員資助計劃為 6 人)
旅遊保險	4,800	1,507.6	0	17 位參加者保費
合資格海外參加者在香港的開支, 例如日營及住宿的開支 <sup>1</sup>				
合資格香港工作人員隨團往海外為香港參加者提供支援的開支 <sup>1</sup>				
團費	58,200	29,520	3,960	3 位工作人員, 其中一位受資助
旅遊保險	960	266.05	0	
宣傳、招募參加者; 為香港參加者在香港舉辦的出發前和回程後的活動 (如租賃旅遊巴士、日營/宿營等) 等支出				
橫額設計及印刷費用	600	500	500	
團刊設計及印刷費用	432	0	0	
出發前工作坊用品	500	295.8	295.8	
回程後展覽/分享會用品連設計	3,000	2,662	2,662	
團衣	3,960	4,160	2,700	
公眾責任保險	3,000	0	0	
其他				
急救用品	500	956	500	
雜項	1,000	1,870	1,000	
<u>核數報告</u>				
核數報告費用	5,000	5,000	5,000	
總計:	372,952	214,017.45	83,937.8	

上述交流項目收支報告及單據等已由獨立核數師核實, 並確認與主辦團體的帳目和會計記錄相符。

備註:

1. 交流期間的支出必須以單據支持; 如獲資助參加者及工作人員於交流團的支出少於資助額, 有關的資助額將下調。
2. 收入與支出的總計必須相同。
3. 收入與支出必須以港幣為計算單位, 如個別開支是以其他貨幣支付, 請附上兌換貨幣的匯率單據。
4. 如填妥之收支報告有任何修改之處, 請在旁簽署確認。
5. 所有收據必須由項目負責人簽署及團體蓋章核實。



## 丁部 聲明

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。

本團體現申請發還剩餘撥款如下：—

委員會撥款總額	\$83,937.8
已收妥的預支撥款	\$80,276
待發放的剩餘撥款 (或須退還香港特別行政區政府的款額)	\$3,661.8

請用劃線支票發放剩餘撥款予下列團體—


支票的抬頭團體為： (中文) 香港聖約翰救護機構

(英文) Hong Kong St. John Ambulance

(必須用中文及英文正楷填寫收款團體名稱，並與團體的註冊名稱相同。)

團體郵寄地址： 香港麥當勞道 2 號聖約翰大廈 5 樓

項目負責人姓名： 鄧思敏

簽署： 

團體負責人姓名： 周翠珊

簽署： 

團體印鑑： 

日期： 02 DEC 2024

備註：

1. 團體所提供的資料，將用於處理與「國際青年交流資助計劃」有關的事宜。有關資料或會送交其他獲授權處理有關資料的政府決策局、部門或機構，用以進行上述目的。
2. 如團體未能提供所需資料，委員會可能無法發放剩餘撥款。
3. 團體須於委員會完成審核《舉辦交流項目及使用撥款守則》第 72 段所述的報告及文件後的一個月內，把經由獨立核數師核實及委員會確認的收支報告上載至互聯網並存放不少於一年。
4. 請確保項目負責人的簽署與撥款接納書及預支撥款申請書上的簽署相同；團體負責人的簽署與保證人承諾書的簽署相同；及團體印鑑與撥款接納書上及預支撥款申請書的印鑑相同。