

# Scout Association of Hong Kong Statements of Account

[Fax number: XXXX XXXX]

Region: \_\_\_\_\_

District: \_\_\_\_\_

Group Number: \_\_\_\_\_

**I. Income & Expenditure Account (1 April 20\_\_\_\_ - 31 March 20\_\_\_\_)**

*(Remarks: Normally 1 April to 31 March of the following year)*

**INCOME:**

**HKD**

Subsidy from Sponsoring Authority	\$	
Scout Raffle Proceeds	\$	
Subscription Fee	\$	
Donation	\$	
Activity Income	\$	
Training Income	\$	
Other Income	\$	

**(1) Total Income** \$

**EXPENDITURE:**

Programme and Activity	\$	
Training	\$	
Community Service Project		
Ceremonies	\$	
Furniture & Fixture		
Training Equipment	\$	
Printing & Stationery	\$	
Postage	\$	
Miscellaneous	\$	

**(2) Total Expenditure** \$

**(3) Surplus / (Deficit) for the year** **(1) - (2)**

\_\_\_\_\_  
Treasurer  
( \_\_\_\_\_ )  
Name in block letters

\_\_\_\_\_  
Representative of  
Sponsoring Authority  
( \_\_\_\_\_ )  
Name in block letters

\_\_\_\_\_  
Group Scout Leader  
( \_\_\_\_\_ )  
Name in block letters

\_\_\_\_\_  
#Auditor  
( \_\_\_\_\_ )  
Name in block letters

# Remarks: According to the "Policy, Organisation and Rules" (POR) of the Association (POR 2.11.2) :  
The Auditor, appointed at the Annual General Meeting of the Group Council, shall be an independent and competent person but need not be a qualified public accountant.

# Scout Association of Hong Kong Statements of Account

[Fax number: XXXX XXXX]

Region: \_\_\_\_\_

District: \_\_\_\_\_

Group Number: \_\_\_\_\_

**II. Balance Sheet (as at 31 March 20\_\_\_\_)**

		<b>HKD</b>
<b><u>FIXED ASSET</u></b>		
1 Property, Equipment and Facility	\$	_____
<b><u>CURRENT ASSET:</u></b>		
2 Deposit	\$	_____
3 Programme/Activity Advance Payment	\$	_____
4 Accounts Receivable	\$	_____
5 Cash and Bank Balance	\$	_____
6	(2+3+4+5) \$	_____
<b><u>LESS: CURRENT LIABILITY</u></b>		
7 Programme/Activity Receipt in Advance	\$	_____
8 Accounts Payable	\$	_____
9	(7+8) \$	_____
10 <b>NET CURRENT ASSET/(LIABILITY)</b>	<b>(6-9) \$</b>	_____
<b>NET ASSET</b>	<b>(1+10) \$</b>	_____

**REPRESENTED BY:**

<b><u>ACCUMULATED FUND</u></b>		
11 Beginning Balance (as at 1 April 20____)	\$	_____
12 Surplus/(Deficit) for the year	(Item (3) of Page 1) \$	_____
13 Closing Balance (as at 31 March 20____)	(11+12) \$	_____
14 <b><u>DESIGNATED FUND (IF ANY)</u></b>		_____
<b>FUND BALANCE</b>	<b>(13+14) \$</b>	_____

\_\_\_\_\_  
Treasurer  
( \_\_\_\_\_ )  
Name in block letters

\_\_\_\_\_  
Representative of  
Sponsoring Authority  
( \_\_\_\_\_ )  
Name in block letters

\_\_\_\_\_  
Group Scout Leader  
( \_\_\_\_\_ )  
Name in block letters

\_\_\_\_\_  
#Auditor  
( \_\_\_\_\_ )  
Name in block letters

# Remarks: According to the "Policy, Organisation and Rules" (POR) of the Association (POR 2.11.2) :  
The Auditor, appointed at the Annual General Meeting of the Group Council, shall be an independent and competent person but need not be a qualified public accountant.

**Scout Association of Hong Kong**  
**Group Accounts – Supplementary Information**

[Fax number: XXXX XXXX]

Region: \_\_\_\_\_

District: \_\_\_\_\_

Group Number: \_\_\_\_\_

**III. Group / Unit Subscription Fee**

	Subscription Fee (per person per month)	Other Charges (if any)
Scout Group	\$ _____	Item: _____, Amount: \$ _____
Grasshopper Scout Ring	\$ _____	Item: _____, Amount: \$ _____
Cub Scout Pack	\$ _____	Item: _____, Amount: \$ _____
Scout Troop	\$ _____	Item: _____, Amount: \$ _____
Venture Scout Unit	\$ _____	Item: _____, Amount: \$ _____
Rover Scout Crew	\$ _____	Item: _____, Amount: \$ _____

**IV. Balance Sheet of Bank Account**

Please provide copy of the Group bank account statement or passbook showing 31 March each year. (If the Group / Scout Section holds more than one bank account, bank statements or passbook of all bank accounts must be provided.)

Copy of \_\_\_\_\_ set(s) of bank account statement(s) attached, \_\_\_\_\_ page(s) in total.

_____ Treasurer ( _____ ) Name in block letters	_____ Representative of Sponsoring Authority ( _____ ) Name in block letters	_____ Group Scout Leader ( _____ ) Name in block letters
_____ #Auditor ( _____ ) Name in block letters		

*# Remarks: According to the "Policy, Organisation and Rules" (POR) of the Association (POR 2.11.2) :  
 The Auditor, appointed at the Annual General Meeting of the Group Council, shall be an independent and competent person but need not be a qualified public accountant.*