

**Sample of Income and Expenditure Account for a  
Flag Day covered by a Public Subscription Permit  
issued by the Social Welfare Department**

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

Income and Expenditure Account

[Territory-wide / Regional] Flag Day – [Hong Kong Island / Kowloon / New Territories Region]

on [Approved Date of Flag Day]

Public Subscription Permit No. [FD/XXXX/2019]

<b><u>Income</u></b> <sup>Note ii</sup>	<b><u>HK\$</u></b>
Street collections	XXX
Other forms of appeals	XXX
<b>Total income</b>	XXX
<b><u>Expenditure</u></b> <sup>Note iii</sup>	
Money collection bags	XXX
Advertising and promotion	XXX
Allowances / souvenirs for volunteers	XXX
Auditors' remuneration	XXX
Printing and stationery	XXX
Postage	XXX
Transportation / travelling	XXX
Miscellaneous	XXX
<b>Total expenditures</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 purpose of the flag day fund-raising is for [...].<sup>Note v</sup>

### **2. Basis of preparation**

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

The income collected and expenditure incurred for the flag day held on [Date of Flag Day] are recognised on an accrual basis.

### **3. Donations credited to the bank**

All the flag day proceeds collected [i.e. \$\_\_\_\_\_] have been credited to the designated bank account of the Permittee before being used for payment of expenditure for flag days and/or the purpose(s) specified in the permit on/by [DATE]\*.

\* The relevant date should be within 60 days after the flag day or before the commencement of review for the flag day income and expenditure account by an accountant, an accounting firm or a corporate practice, whichever is earlier.

## **Notes**

- i) The registered name of the Permittee must be the same as that stated in the Public Subscription Permit.
- ii) As stipulated in the conditions of the Public Subscription Permit, the income of Flag Day should indicate separately the amount raised by street collections and by other forms of appeals in connection with the Flag Day in the Income and Expenditure Account.
- iii) Only the donation raised and expenditure incurred in conducting the Flag Day fund-raising activity should be reported. The expenditure items listed are for illustrative purpose and may be modified, where necessary.
- iv) Every Income and Expenditure Account shall be approved by the Board of Directors of the Permittee and signed on behalf of the Board by two of the directors or, in the case where the Permittee is a private company having only one director, by the sole director.
- v) The purpose of the Flag Day must agree with the purpose specified in the Public Subscription Permit.