

**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**

**AUDITORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST AUGUST, 2024**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF**  
**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**

***Opinion***

We have audited the financial statements of St. Paul's Convent School Parent-Teacher Association ("the Association") set out on pages 3 to 8, which comprise the statement of financial position as at 31st August, 2024, and the income and expenditure account of general operation and study tour events and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements give a true and fair view of the state of the Association's affairs as at 31st August, 2024 and of its surplus and cash flows for the year then ended in compliance with Hong Kong Financial Reporting Standards for Private Entities and Societies Ordinance.

***Basis for opinion***

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSA's") issued by the HKICPA. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the HKICPA's Code of Ethics for Professional Accountant ("the Code"), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

***Executive Committee Members' and those charged with governance responsibility for the financial statements***

The Executive Committee members are responsible for the preparation of financial statements that give a true and fair view in accordance with HKFRS for Private Entities issued by the HKICPA and Societies Ordinance, and for such internal control as the Executive Committee members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Executive Committee members are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive Committee members either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF**

**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at HKICPA's website at: "<http://www.hkicpa.org.hk/en/standards-and-regulations/standards/auditing-assurance/auditre/>". This description forms part of our auditor's report.



Certified Public Accountants  
HONG KONG, 10 OCT 2024

**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**  
**INCOME AND EXPENDITURE ACCOUNT - GENERAL OPERATION**  
**FOR THE YEAR ENDED 31ST AUGUST, 2024**

(Expressed in Hong Kong Dollars)

	<u>Note</u>	<u>2024</u> \$	<u>2023</u> \$
Government grants for school transfer to PTA		12,978.00	6,000.00
Membership fee received		133,000.00	101,500.00
		<u>145,978.00</u>	<u>107,500.00</u>
<b>ADD: <u>OTHER INCOME</u></b>			
Bank interest income		1,505.03	683.93
Donation for Community Service		12,288.00	2,400.00
Sundry income		601.00	14,081.00
		<u>14,394.03</u>	<u>17,164.93</u>
<b>LESS: <u>OPERATING EXPENSES</u></b>			
Audit fee		3,500.00	3,500.00
Bank charges		1,400.00	900.00
Event expenses for "Elderly Home Visit"		14,224.80	12,402.22
Flower basket		1,970.00	3,189.00
Gardening expenses		12,263.20	5,892.60
Green Campaign Event		98.00	115.00
15th Anniversary Event		-	2,000.00
170th School Anniversary Event		7,500.00	-
Insurance		1,501.50	1,501.50
Printing, stationery and postage		975.00	1,958.00
Event expenses for seminar		166.50	3,250.00
Sundry expenses		583.50	143.00
Website expenses		1,474.00	1,464.00
		<u>45,656.50</u>	<u>36,315.32</u>
<b>SURPLUS FOR THE YEAR</b>		114,715.53	88,349.61
<b>ACCUMULATED SURPLUS BROUGHT FORWARD</b>		239,267.72	250,918.11
<b>FUNDING FOR SEEDING FUND</b>	5	<u>(50,000.00)</u>	<u>(100,000.00)</u>
<b>ACCUMULATED SURPLUS CARRIED FORWARD</b>		<u>303,983.25</u>	<u>239,267.72</u>

**THE NOTES ON PAGE 7 TO 8 FORM PART OF THESE FINANCIAL STATEMENTS**

**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**  
**INCOME AND EXPENDITURE ACCOUNT - STUDY TOURS & EVENTS**  
**FOR THE YEAR ENDED 31ST AUGUST, 2024**

(Expressed in Hong Kong Dollars)

	<u>2024</u>	<u>2023</u>
	\$	\$
Tour fee from participants	9,836,800.00	4,629,400.00
	<u>9,836,800.00</u>	<u>4,629,400.00</u>
LESS: <u>OPERATING EXPENSES</u>		
Audit fee	3,500.00	3,500.00
Bank charges	4,192.75	-
Insurance for Study tours	40,254.20	25,959.55
Program cost for Study tours	6,045,564.99	3,346,377.00
Sundry expenses	94,825.18	89,651.04
Travelling cost for Study tours	3,053,991.00	983,925.90
Uniform for Study tours	24,295.20	8,520.00
	<u>9,266,623.32</u>	<u>4,457,933.49</u>
Balance amount transfer to School	<u>570,176.68</u>	<u>171,466.51</u>

**THE NOTES ON PAGE 7 TO 8 FORM PART OF THESE FINANCIAL STATEMENTS**


**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**

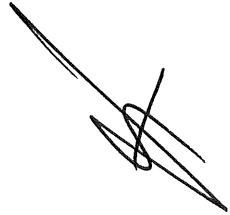
**STATEMENT OF FINANCIAL POSITION AS AT 31ST AUGUST, 2024**

(Expressed in Hong Kong Dollars)

	<u>Note</u>	<u>2024</u>	<u>2023</u>
		\$	\$
<b><u>CURRENT ASSETS</u></b>			
Inventory - under seeding fund		6,923.05	14,703.46
Accounts receivable under seeding fund		4,072.45	3,403.85
Deposit paid under seeding fund		10,120.00	10,120.00
Prepayment under seeding fund		-	10,200.00
Other receivable		7,000.00	-
Cash at bank under general operation		300,797.25	242,767.72
Cash at bank under study tours and event account		728,983.47	185,399.40
Cash in hand under study tours and event account		28,931.33	2,338.72
Cash at bank under seeding fund		164,829.92	54,235.76
Cash in hand under seeding fund		23,232.90	10,564.40
		<u>1,274,890.37</u>	<u>533,733.31</u>
<b><u>CURRENT (LIABILITIES)</u></b>			
Payable to school		(754,414.80)	(184,238.12)
Accrued expenses		(23,950.52)	(24,023.20)
		<u>(778,365.32)</u>	<u>(208,261.32)</u>
<b>NET ASSETS</b>		<u>496,525.05</u>	<u>325,471.99</u>
<b><u>REPRESENTED BY:</u></b>			
Accumulaed Surplus		303,983.25	239,267.72
Seeding fund to school	5	192,541.80	86,204.27
<b>MEMBERS' FUND</b>		<u>496,525.05</u>	<u>325,471.99</u>

Approved by the Executive Committee of  
St. Paul's Convent School Parent-Teacher Association on 10 OCT 2024

  
Chairperson of St. Paul's Convent  
School Parent-Teacher Association

  
Treasurer

**THE NOTES ON PAGE 7 TO 8 FORM PART OF THESE FINANCIAL STATEMENTS**

**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31ST AUGUST, 2024**  
**(Expressed in Hong Kong Dollars)**

	<u>2024</u>	<u>2023</u>
	\$	\$
Operating activities		
Surplus of general operation for the year	114,715.53	88,349.61
Adjustment for		
Project surplus/(deficit) on seeding fund	56,337.53	(13,795.73)
Bank interest income	(1,720.35)	(729.53)
	<u>169,332.71</u>	<u>73,824.35</u>
Operating surplus before working capital changes		
Changes in working capital		
Decrease/(increase) in inventory	7,780.41	(14,703.46)
(Increase) in accounts receivable	(668.60)	(3,403.85)
(Increase) in other receivable	(7,000.00)	-
(Increase) in deposit paid	-	(10,120.00)
Decrease/(increase) in prepayment	10,200.00	(10,200.00)
Increase in payable to school	570,176.68	171,466.51
(Decrease)/increase in accrued expenses	(72.68)	19,023.20
	<u>749,748.52</u>	<u>225,886.75</u>
Net cash generated from operating activities		
Investing activities		
Bank interest income	1,720.35	729.53
	<u>1,720.35</u>	<u>729.53</u>
Net cash generated from investing activities		
Net increase in cash and cash equivalents	751,468.87	226,616.28
Cash and cash equivalents at the beginning of the year	<u>495,306.00</u>	<u>268,689.72</u>
Cash and cash equivalents at the end of the year (Note A)	<u><u>1,246,774.87</u></u>	<u><u>495,306.00</u></u>

**A. Cash and cash equivalents**

Cash and cash equivalents consist of cash on hand and balances with banks. Cash and cash equivalents included in the statement of cash flows comprise the following reporting amount:

	<u>2024</u>	<u>2023</u>
	\$	\$
Cash at bank and in hand	<u><u>1,246,774.87</u></u>	<u><u>495,306.00</u></u>

**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST, 2024**

(Expressed in Hong Kong Dollars)

**1. GENERAL INFORMATION**

The St. Paul's Convent School Parent-Teacher Association ("the Association") is being operated and complied with conditions as stated in the Association's Constitution dated 4th October, 2007 and revised on 20th October, 2018, 15th October 2022 ("the Constitution") between Members and the Association. These financial statements did not include the transactions of tour income and expenditure incurred prior to 31st August, 2013.

**2. PRINCIPAL ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with the Hong Kong Financial Reporting Standards for Private Entities (HKFRS for Private Entities) issued by the Hong Kong Institute of Certified Public Accountants. They have been prepared under the historical cost convention.

*Revenue recognition*

Revenue from Government Grants is recognized when the appropriated instructions are received from Government authority.

Membership fee for F1 is recognized on a one-off payment over the period of subscription.

Membership fee for F2 to F6 students is recognized on a straight line method over the period of subscription.

Tour fee income is recognized when the services are rendered to the clients.

Interest income is recognized as it accrues using the effective interest method.

Sales of snacks and drinks when the students and teachers takes possession of and accepts the goods.

*Expenses*

Expenses are recognized on an accrual basis, they are recognized when a present obligation has arisen as a result of a past event and it is probable that a future outflow of resources will be required to settle the obligation, provided that a reliable estimate can be made of the amount of the obligation.

*Foreign currency translation*

(a) Functional and presentation currency

Items included in the financial statements of the Association are measured using the currency of the primary economic environment in which the Association operates (the functional currency). These financial statements are presented in Hong Kong Dollars, which is the Association's functional and presentation currency.

(b) Foreign exchange

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognized in income and expenditure account.

Foreign exchange gains and losses that relate to borrowings and cash and cash equivalents are presented in income and expenditure within "finance costs". All other foreign exchange gains and losses are presented in income and expenditure within "other income" or "operating expenses".

**3. OPERATING LEASE ARRANGEMENTS**

At the reporting date, the Association had total future minimum lease payment under non-cancellable operating lease of vending machines falling due as follows:

	<u>2024</u>	<u>2023</u>
	\$	\$
Within one year	7,935.48	25,500.00
In the second to fifth years, inclusive	-	-
	<u>7,935.48</u>	<u>25,500.00</u>



**ST. PAUL'S CONVENT SCHOOL PARENT-TEACHER ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST, 2024**

(Expressed in Hong Kong Dollars)

**4. RELATED PARTIES TRANSACTIONS**

During the year, the Association has the following significant transactions with related party:

<u>Nature of transactions</u>	<u>Related party relationship</u>	<u>Amount \$</u>
Net income from Study Tours & Event	Some teachers of the School are also members of the Executive Committee	570,176.68

According to the letter from Education Bureau to St. Paul's Convent School ("the School") dated 21st October, 2013, the Association was delegated to make arrangement for the trading operation in the School and any net income arising from such trading operations should be credited into the School accounts and applied for any purpose directly benefiting the students of the School.

**5. SEEDING FUND**

A total of HK\$150,000.00 was donated to the School for leasing of two vending machines to provide students with a meaningful business experience at school. This is a project under the 15th Anniversary event. Scholarship to be given to the winning house.

	<u>2024</u>	<u>2023</u>
	\$	\$
Balance brought forward	86,204.27	-
Fund transfer from general operation	50,000.00	100,000.00
Add/less: Project surplus (deficit) for the year	56,337.53	(13,795.73)
Include:		
Sales of snacks and drinks	438,059.50	176,556.30
Bank interest income	215.32	45.60
Cost of sales	(299,240.41)	(117,244.94)
Operating expenses	(76,196.88)	(66,652.69)
Scholarship expenses	(6,500.00)	(6,500.00)
	<hr/>	<hr/>
Balance carried forward	<u>192,541.80</u>	<u>86,204.27</u>