

Hong Kong Polytechnic

University Civil and Environmental Engineering Alumni Association

Financial Report

Term 1 Apr 2014 to 31 Mar 2016

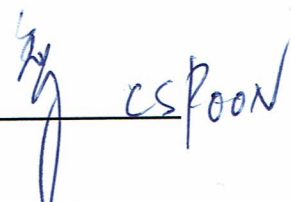
Prepared by:

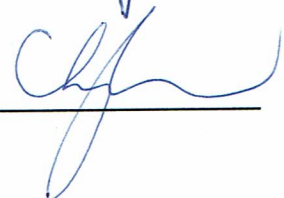


Alvin Au

Apr 2016

Audited by:





Hong Kong Polytechnic University Civil & Environmental Engineering Alumni Association
 [Previously Known as Hong Kong Polytechnic University Civil and Structural Engineering Alumni Association]
 2014 - 2016
 Financial Report

Income & Expenditure Statement	2014 - 2016	2012 - 2014
Income		
Membership (49 new members)	13,720.00	14,820.00
Associate Member (3 new members)	300.00	1,000.00
Bank Interest	12.97	24.00
Annual Symposium	307,550.00	
- Registration Fee income	119,550.00	
- Sponsorship income	188,000.00	
Function Income	22,510.00	
- Daya Bay Visit	4,350.00	
- BMI Training	12,000.00	
- Tung Ping Chau Trip	3,410.00	
- Photography Workshop	2,750.00	
Other Income	0.00	
Total Income	344,092.97	15,844.00

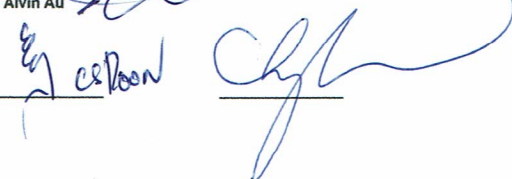
Expenditure		
Sponsorship	(1,000.00)	(20,000.00)
Annual Symposium	(104,390.00)	
- Rent for venue	(9,330.00)	
- Administration Fee (CRPD)	(45,000.00)	
- Food & Beverage	(14,800.00)	
- Printing of Proceedings	(29,800.00)	
- Sundry Expenses	(5,460.00)	
Function Expenses	(30,396.00)	(6,600.00)
- Tung Ping Chau Trip	(3,290.00)	
- Talks and Seminars	(4,520.00)	
- Members receptions	(18,110.00)	
- Mentorship programme	(3,476.00)	
- Other Function Expenses	(1,000.00)	
Awards (Logo Design Competition and Event Reports)	(2,800.00)	
Bank Charges	(769.54)	
Time deposit a/c bank charges for pre-mature withdrawal	(619.54)	
Bank charges - search fee for CEEAA account	(150.00)	
Sundry	(3,594.00)	
Total Expenditure	(142,949.54)	(26,600.00)
Surplus / Deficit	201,143.43	(10,756.00)

Balance Sheet (as at)	31-Mar-16	31-Mar-14
Assets		
Non-current Assets	0.00	0.00
Current Assets		
Bank balance (CEEAA current account)	324,674.56	123,531.13
Accounts receivable	0.00	0.00
Total Assets	324,674.56	123,531.13
Liabilities		
Long term Liabilities	0.00	0.00
Current Liabilities		
Accounts payable	0.00	0.00
Total Liabilities	0.00	0.00
Net Assets	324,674.56	123,531.13

General Fund	2014 - 2016	2012 - 2014
Surplus brought forward	123,531.13	134,287.13
Operating Surplus / Deficit	201,143.43	(10,756.00)
Surplus carried forward	324,674.56	123,531.13

- Notes:**
- Name of the Departmental Alumni was changed from CSEAA to CEEAA, following the name change of the Department. Bank accounts of CSEAA [current, saving and time deposit] were closed, remaining fund transferred to CEEAA current account.
 - Annual Symposium - most income and expenses of this event gone through CRPD (event administrative support), surplus of the event with CRPD was cleared by check payments from CRPD. [Refer to Bank Account Records]
 - Annual Symposium - The amount of contribution from this event was HK\$203,160.00
 - Normal operation [other than Annual Symposium] - operating deficit was HK\$2,016.57

Prepared by: Alvin Au 

Audited by: 

CEEAA Current Account: Hang Seng Bank 390-603223-001 [T HK P U C & E E A A]
 Reconciliation of bank statement
 Bank Statement of Mar 2016 being not available at time of preparing financial report

	Check No.	HK\$	HK\$
Bank balance as per statement dated 24 Feb 2016			102,879.56
Checks issued but not yet presented			(35,695.00)
<i>Centre for Research & Professional Development - Balace Payment of Administrative Fee for Annual Symposium</i>	365185	(30,000.00)	
<i>Lau Tai Wai - Mentorship Meeting Dinner on 1 Feb 2016 #365186</i>	365186	(3,476.00)	
<i>Cost of new hard disc and data recovery from damaged old hard disc #365187</i>	365187	(2,019.00)	
<i>Jingrong LIN - Report award \$200 #365188 (check to be presented to Awardee on BGM)</i>	365188	(200.00)	
Checks deposited after 24 Feb 2016			257,490.00
<i>Transfer of balance from CRPD of income and expenses of Annual Symposium</i>		256,540.00	
<i>Annual Symposium - registration fee (at CRPD) - late payment HK\$950.00 from EMSD, check received from CRPD on 31/3/2016, bank in on 1/4/2016</i>		950.00	
Closing Balance			324,674.56

Hong Kong Polytechnic University Civil and Environmental Engineering Alumni Association
 [Previously Known as Hong Kong Polytechnic University Civil and Structural Engineering Alumni Association]
 Bank Account Movements
 Year 2014 - 2016
 Bank Accounts
 Current Account: Hang Seng Bank 222-051716-001

		Current Account [CSEAA]	Check Number	Balance
Balance C/F		7,489.30		
Peiod Total		(7,489.30)		
Balance To-Date		0.00		
Date	Description			
12/05/14	Dinner with Speaker of BGM on 11 Apr 14 - #263691	(4,250.00)	263691	3,239.30
06/06/14	Membership fee (1 no.)	280.00		3,519.30
06/06/14	Membership fee (3 no.)	840.00		4,359.30
25/07/14	Membership fee (2 no.)	560.00		4,919.30
10/10/14	Membership fee (3 no.)	840.00		5,759.30
28/10/14	Lam Cheuk Fung - reimburse expenses of 3 nos. CEEAA chop [\$235] & 3 nos. keys [\$18] - Total \$253 - #263694	(253.00)	263694	5,506.30
29/10/14	Cham Yui Kei - reimburse expenses - Members' Reception - #263693	(7,360.00)	263693	(1,853.70)
24/11/14	Transfer from CSEAA saving a/c current account	2,000.00		146.30
09/01/15	Membership fee (2 no.)	560.00		706.30
09/01/15	Membership fee (4 no.)	1,120.00		1,826.30
15/01/15	Lam Cheuk Fung - reimburse expenses for dinner with speaker of Talk on Emotion Management - #263696	(270.00)	263696	1,556.30
29/01/15	The HK PolyU - payment for venue of Annual Symposium - #263695	(9,330.00)	263695	(7,773.70)
29/01/15	Transfer from CSEAA saving a/c current account	10,000.00		2,226.30
25/02/15	Membership fee (8 no.)	2,240.00		4,466.30
10/03/15	Income - Daya Bay Visit [16/2/15 to 10/3/15 bank in]	3,600.00		8,066.30
28/03/15	Au Tat Wai - reimbursement for flower arrangment [Albert Kwok's mother] - #263698	(500.00)	263698	7,566.30
28/03/15	Huang Guangzong - reimbursement for banner cost -	(672.00)	263697	6,894.30
10/04/15	Income - Daya Bay Visit [12/3/15 to 13/3/15 bank in]	750.00		7,644.30
20/04/15	Centre for Research & Professional Development - 1st Payment of Administrative Fee for Annual Symposium -	(15,000.00)	263700	(7,355.70)
20/04/15	Federaton of HK PolyU Alumni Association - Advertising support Outstanding PolyU Alumni Award 2015 - #263699	(1,000.00)	263699	(8,355.70)
20/04/15	Transfer from CSEAA time deposit a/c current account	100,085.71		91,730.01
23/04/15	Membership fee (4 no.)	1,120.00		92,850.01
01/06/15	Transfer from CSEAA current a/c to CEEAA current	(90,000.00)		2,850.01
11/06/15	Membership fee (2 no.)	560.00		3,410.01
18/06/15	Membership fee (3 no.)	840.00		4,250.01
18/06/15	Membership fee (4 no.)	1,120.00		5,370.01
24/07/15	Membership fee (1 no.)	280.00		5,650.01
06/10/15	Membership fee (1 + 7 = 8 no.)	2,240.00		7,890.01
20/10/15	Transfer from CSEAA current a/c to CEEAA current	(5,650.01)	767702	2,240.00
17/02/16	Trasfer from CSEAA C/A to CEEAA C/A	(2,240.00)		0.00

Hong Kong Polytechnic University Civil and Environmental Engineering Alumni Association
[Previously Known as Hong Kong Polytechnic University Civil and Structural Engineering Alumni Association]
 Bank Account Movements
 Year 2014 - 2016
 Bank Accounts

Saving: Hang Seng Bank 222-4-026225

		Saving Account [CSEAA]	Balance
Balance C/F		15,347.95	
Peiod Total		(15,347.95)	
Balance To-Date		0.00	
Date	Description		
17/06/14	Associate Membership (1 no.)	100.00	15,447.95
20/06/14	Associate Membership (1 no.)	100.00	15,547.95
30/06/14	CSEAA saving a/c bank interest	0.75	15,548.70
24/11/14	Transfer from CSEAA saving a/c current account	(2,000.00)	13,548.70
31/12/14	CSEAA saving a/c bank interest	0.75	13,549.45
29/01/15	Transfer from CSEAA saving a/c current account	(10,000.00)	3,549.45
04/04/15	Associate Membership (1 no.)	100.00	3,649.45
30/06/15	CSEAA saving a/c bank interest	0.10	3,649.55
20/10/15	Transfer from CSEAA saving a/c to CEEAA current account	(3,649.55)	0.00

Hong Kong Polytechnic University Civil and Environmental Engineering Alumni Association
[Previously Known as Hong Kong Polytechnic University Civil and Structural Engineering Alumni Association]
 Bank Account Movements
 Year 2014 - 2016
 Bank Accounts

Time Deposit Account: Hang Seng Bank 222051716-0001

		Time Deposit Account	Balance
Balance C/F		100,693.88	
Peiod Total		(100,693.88)	
Balance To-Date		0.00	
Date	Description		
04/06/14	Bank interest (Time Deposit A/C)	2.54	100,696.42
04/09/14	Bank interest (Time Deposit A/C)	2.54	100,698.96
04/12/14	Bank interest (Time Deposit A/C)	2.51	100,701.47
04/03/15	Bank interest (Time Deposit A/C)	2.48	100,703.95
20/04/15	Time deposit a/c bank charges for pre-mature withdrawal	(619.54)	100,084.41
20/04/15	Time deposit a/c bank interest	1.30	100,085.71
20/04/15	Transfer from CSEAA time deposit a/c current account	(100,085.71)	0.00