

[Fax number: XXXX XXXX]

Group Number: _____

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

Scout Association of Hong Kong Statements of Account

[Fax number: XXXX XXXX]

Region: _____

District: _____

Group Number: _____

II. Balance Sheet (as at 31 March 20____)

FIXED ASSET

1 Property, Equipment and Facility \$ _____

CURRENT ASSET:

2 Deposit \$ _____

3 Programme/Activity Advance Payment \$ _____

4 Accounts Receivable \$ _____

5 Cash and Bank Balance \$ _____

6 (2+3+4+5) \$ _____

LESS: CURRENT LIABILITY

7 Programme/Activity Receipt in Advance \$ _____

8 Accounts Payable \$ _____

9 (7+8) \$ _____

10 **NET CURRENT ASSET/(LIABILITY)** (6-9) \$ _____

NET ASSET (1+10) \$ _____

REPRESENTED BY:

ACCUMULATED FUND

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 **DESIGNATED FUND (IF ANY)** _____

FUND BALANCE (13+14) \$ _____

Treasurer

(_____)
Name in block letters

Representative of
Group Sponsor

(_____)
Name in block letters

Group Scout Leader

(_____)
Name in block letters

#Group Auditor

(_____)
Name in block letters

Remarks: According to the "Policy, Organisation and Rules" (POR) of the Association (POR 2.11.2) :

The Group Auditor, appointed at the Annual General Meeting of the Group Council or the Group Scouters' Meeting (in case of a Scout Group without a Group Council), shall be an independent and competent person, and preferably 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 Group Sponsor (_____) Name in block letters	_____ Group Scout Leader (_____) Name in block letters
_____ #Group Auditor (_____) Name in block letters		

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