



Student Social Service Society
HKUSTSU, Session 2019-2020
Annual Financial Report

Student Social Service Society,
Hong Kong University of Science and Technology Students' Union
Annual Financial Report
Balance Sheet for the year 2019-2020

	HK\$	HK\$	HK\$
<u>Current Asset</u>			
Cash			72,124.20
<u>Current Liabilities</u>			
Membership Fee from the session 2017-2018			
4-year Membership Fee (\$70/4*140)		(2,450.00)	
Membership Fee from the session 2018-2019			
3-year Membership Fee (\$60/3*20)	(400.00)		
4-year Membership Fee (\$65/4*118)	<u>(1,917.50)</u>	(2,317.50)	
Membership Fee from the session 2019-2020			
2-year Membership Fee (\$60/2*1)	(30.00)		
3-year Membership Fee (\$65/3*10)	(216.67)		
4-year Membership Fee (\$70/4*69)	<u>(1,207.50)</u>	(1,454.17)	<u>(6,221.67)</u>
Net Current Asset			65,902.53
<u>Non-current Liabilities</u>			
Membership Fee from the session 2018-2019			
4-year Membership Fee (\$65/4*118)		<u>(1,917.50)</u>	
Membership Fee from the session 2019-2020			
3-year Membership Fee (\$65/3*10)	(216.67)		
4-year Membership Fee (\$70/4*69)	<u>(1,207.50)</u>	(1,424.17)	<u>(3,341.67)</u>
Retained Earnings			<u><u>62,560.86</u></u>

***Remark**

Due to mismanagement of money in cash box and society account, a certain sum of money (i.e. \$50030) was lost. 80% of lost money (i.e. \$40080) will be returned to society account. Refer to 財政問題.pdf for detail explanation.

Student Social Service Society,
Hong Kong University of Science and Technology Students' Union
Annual Financial Report
Revenue and Expenditure Account for the year 2019-2020

	HK\$	HK\$	HK\$
Revenue			
Membership Fee (Note 1)			10,224.17
Orientation Night: Beyond the Limits 愛・無限 (Note 10)			211.80
Garage Sale (\$3000*1)			3,000.00
Total Revenue			13,435.97
Expenditure			
Welfare Items Selling (Note 2)		(1,600.50)	
E-journal (Note 3)		0.00	
Members' Gathering : Life in Poverty (Note 4)		(572.00)	
Easter With You 「蛋」願有你 (Note 5)		(212.00)	
Rabbits in the Wonderland 與兔相聚 (Note 6)		(60.00)	
Service Trip : Mongolia 蒙在古旅 (Note 7)		(3,321.00)	
Orientation Camp (Note 8)		(13,347.70)	
Orientation Week (Note 9)		(1,002.00)	
Warm your Heart 暖入你心 (Note 11)		(100.00)	
Core Projects*			
1. Handicapped People (Note 12)	(425.68)		
2. Solitary Elderly (Note 13)	(1,175.40)		
3. New Arrivals (Note 14)	(1,454.00)		
4. Autistic Children (Note 15)	(856.00)	(3,911.08)	
Charity Sale (Note 16)		(12,910.00)	
The Pet Guardian 毛孩守護者 (Note 17)		(610.00)	
Warm Winter 這個冬天不太冷 (Note 18)		(471.69)	
Annual Journal (Note 19)		0.00	
Administration Cost (Note 20)		(2,052.50)	
Total Expenditure			(40,170.47)
Deficit			(26,734.50)

*Remarks

Student Enrichment Activities (SEA) Fund reserved budgets for the corresponding activities as follow:

1. Handicapped People (Note 12)	\$425
2. Solitary Elderly (Note 13)	\$1175
3. New Arrivals (Note 14)	\$1454
4. Autistic Children (Note 15)	\$856

Note 1 Membership Fee

	HK\$	HK\$	HK\$
Revenue			
New Membership Fee from session 2019-2020			
2-year New Membership Fee(\$60/2*1)		30.00	
3-year New Membership Fee(\$65/3*10)		216.67	
4-year New Membership Fee(\$70/4*69)		1,207.50	1,454.17
New Membership Fee from session 2018-2019			
2-year New Membership Fee (\$55/2*2)		55.00	
3-year New Membership Fee (\$60/3*20)		400.00	
4-year New Membership Fee (\$65/4*118)		1,917.50	2,372.50
Membership from session 2017-2018			
3-year New Membership Fee (\$60/3*18)		360.00	
4-year New Membership Fee (\$70/4*140)		2,450.00	2,810.00
Membership from session 2016-2017			
4-year New Membership Fee (\$70/4*205)			3,587.50
Total Revenue			10,224.17

Note 2 Welfare Items Selling

	HK\$	HK\$	HK\$
Revenue			
For Member (Bundle)			
*New Member Package(\$70*80)			5,600.00
For Member (Non-Bundle)			
Society Paper (\$15*18)		270.00	
Society T-shirt (\$30*15)		450.00	
Society File (\$5*11)		55.00	
Society Leather File (\$30*6)		180.00	955.00
Society Hoodies			
-Member (\$130*27)		3,510.00	
-Customization: Name Printing (\$20*19)		380.00	3,890.00
For Non-member (Non-Bundle)			
Society Paper (\$20*12)		240.00	
Society File (\$5*20)		100.00	
Society T-shirt (\$35*4)		140.00	
Society Leather File (\$35*3)		105.00	585.00
Total Revenue			11,030.00
Expenditure			
Society Paper	(1,980.00)		
Society T-shirt (\$25.5*150+\$12.5+\$300-\$220)	(3,917.50)		
Society File (\$1*248)	(248.00)		
Society Leather File (\$12*220)	(2,640.00)		
Society Hoodies (\$135*27)	(3,645.00)	(12,430.50)	
Others			
Transportation Fee		(200.00)	
Total Expenditure			(12,630.50)
Deficit			(1,600.50)

New Member Package includes the following:

1. Society Paper
2. Society T-shirt
3. Society File
4. Society Leather File

March

Note 3 E-journal

	HK\$	HK\$	HK\$
Revenue			0.00
Total Revenue			0.00
 Expenditure			
Total Expenditure			0.00
Deficit			0.00

Note 4 Members' Gathering : Life in Poverty

	HK\$	HK\$	HK\$
Revenue			
Participants Fee			
Member (\$30*24)			720.00
Non-member (\$35*10)			350.00
Walk-in (\$40*10)			400.00
Total Revenue			1,470.00
 Expenditure			
Promotion			
A3-sized Coloured Posters (\$3*20)	(60.00)		
Decoration	(148.00)	(208.00)	
 Game Materials			
Drinks		(55.00)	
 Food and Drinks			
[焗肉醬意粉] (\$190*1)	(190.00)		
[XO醬海鮮炒烏冬] (\$190*1)	(190.00)		
[楊洲炒飯] (\$190*1)	(190.00)		
[菠蘿咕嚕肉] (\$210*1)	(210.00)		
[清炒時菜] (\$210*1)	(210.00)		
[洋蔥黑椒焗牛柳] (\$210*1)	(210.00)		
Soft Drink (\$13.5*4+\$10.5*2)	(75.00)	(1,275.00)	
 Prize (Snacks)		(103.00)	

Others

Paper Cup(\$10.5*4)	(42.00)		
Paper Dish (\$13.5*4)	(54.00)		
Plastic Fork (\$5*4)	(20.00)		
Paper Bag (\$1.5*50)	(75.00)		
Decoration	(200.00)		
Insulated Tape	(10.00)	(401.00)	
Total Expenditure			<u>(2,042.00)</u>
Deficit			<u><u>(572.00)</u></u>

April

Note 5 Easter With You 「蛋」願有你

	HK\$	HK\$	HK\$
Revenue			<u>0.00</u>
Total Revenue			0.00

Expenditure

Promotion

A3-sized Coloured Posters (\$3*20) (60.00)

Materials

Easter Egg Mold (\$38*2)	(70.00)		
Chocolate Needles	(26.00)		
Chocolate (\$22*2)	(44.00)		
Foam Easter Egg (\$12)	(12.00)	(152.00)	
Total Expenditure			<u>(212.00)</u>
Deficit			<u><u>(212.00)</u></u>

Note 6 Rabbits in the Wonderland 與兔相聚

	HK\$	HK\$	HK\$
Revenue			<u>0.00</u>
Total Revenue			0.00

Expenditure

Promotion

A3-sized Coloured Posters (\$3*20) (60.00)

Total Expenditure			<u>(60.00)</u>
Deficit			<u><u>(60.00)</u></u>

June

Note 7 Service Trip : Mongolia 蒙在古旅

	HK\$	HK\$	HK\$
Revenue			
Participants Fee			
Ex-co (\$7300*9)			65,700.00
Member (\$7300*10)			73,000.00
Non-member (\$7500*4)			<u>30,000.00</u>
Total Revenue			<u>168,700.00</u>
Expenditure			
Promotion			
A3-sized Coloured Posters (\$3*20)	(60.00)		
A5-sized Leaflets (600 pieces)	(295.00)		
80cm*200cm Pull-up Banner (\$67.3*6)	<u>(404.00)</u>	(859.00)	
Fee For Trip			
Air Tickets (\$4300*23)	(98,900.00)		
Tour Programme Fee (\$780*23)	(17,940.00)		
Programme Fee for SCI (\$1435*23)	(33,005.00)		
SCI Administration Fee (\$600*23)	(13,800.00)		
Insurance expense	(3,795.00)		
Teaching Material (\$150*4 groups)	(600.00)		
Miscellaneous Fee	<u>(218.00)</u>	(168,258.00)	
Others			
Group tee (\$24.5*60)	(1,470.00)		
1m*3m Banner	(184.00)		
Post-trip Promotion	(100.00)		
First-aid Kit	(150.00)		
Cash Loss due to different currency exchange rate	<u>(1,000.00)</u>	(2,904.00)	
Total Expenditure			<u>(172,021.00)</u>
Deficit			<u><u>(3,321.00)</u></u>

August

Note 8 Orientation Camp

	HK\$	HK\$	HK\$
Revenue			
Participants Fee			
Helper (\$270*32)			8,640.00
Freshman (\$300*65)			19,500.00
Spy (\$320*12)			<u>3,840.00</u>
Total Revenue			<u>31,980.00</u>

Expenditure

Promotion for Recruitment of Helpers and Spies

A3-sized Coloured Poster (\$3*20)	(60.00)	
Decoration	(314.00)	(374.00)

Promotion for Registration Day

A3-sized Coloured Poster (\$3*20)	(60.00)	
Decoration	(429.00)	
Photo album	(48.30)	
A5-sized Leaflet (1200 pieces)	(907.00)	(1,444.30)

Material for Mass Game

Insulated Tape	(8.00)	
Card Board	(59.00)	
Marker	(12.00)	
Ballon (100 pieces)	(60.00)	(139.00)

Materials for HKUST On-Campus Games

Food	(150.00)	
Potato Ring (\$12.5*2)	(25.00)	
Drinks	(37.40)	
Paper Cup	(8.50)	(220.90)

Materials for Water Battle

Water Bag (11100 pieces)	(366.00)	
Water Gun (\$22.7*10+10*10)	(327.00)	
Basin (\$36)	(36.00)	
Water bucket (\$9*10)	(90.00)	(819.00)

Campfire

Finger bulb (500 pieces)	(260.00)	(100.00)
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Meals

Day 1 Dinner Pizza (\$1104*5)	(5,520.00)	
Day 2 Breakfast (\$2000)	(2,000.00)	
Day 2 Dinner KFC (\$6900)	(6,900.00)	
Day 3 Breakfast (\$2000)	(2,000.00)	(16,420.00)

Others

Registration Day booklets (135 pieces)	(324.00)		
Camp Books (200 copies)	(560.00)		
Tote Bag(RMB8*200)	(1,792.00)		
T-shirts (\$21.17*211)	(4,690.00)		
Hall Fee (\$154*49+\$171*8)	(17,828.00)		
Prizes	(83.50)		
Transportation Fee	(533.00)	(25,810.50)	
Total Expenditure			<u>(45,327.70)</u>
Deficit			<u><u>(13,347.70)</u></u>

September

Note 9 Orientation Week

	HK\$	HK\$	HK\$
Revenue			<u>0.00</u>
Total Revenue			0.00

Expenditure

Promotion

A3-sized Coloured Posters (\$3*20)	(60.00)		
A5-sized Leaflets (600 pieces)	<u>(280.00)</u>	(340.00)	

Membership Recruitment

Newsletter (\$1*300)	(300.00)		
Membership card (300 pieces)	(62.00)		
A5-sized Welfare List (100 pieces)	(50.00)		
Invitation to Welfare Letter	<u>(200.00)</u>	(612.00)	

Others

Decoration	<u>(50.00)</u>	(50.00)	
Total Expenditure			<u>(1,002.00)</u>
Deficit			<u><u>(1,002.00)</u></u>

Note 10 Orientation night : Beyond the Limits 愛 • 無限

	HK\$	HK\$	HK\$
Revenue			
Participants Fee			
Members (\$40*40)			1,600.00
Non-members (\$45*3)			135.00
Walk-in (\$50*1)			<u>50.00</u>
Total Revenue			1,785.00

<u>Expenditure</u>		
Promotion		
A3-sized Coloured Posters (\$3*20)	(60.00)	
Decoration	<u>(76.00)</u>	(136.00)
 Game Materials		
Ping Pong ball	(33.30)	
Pencil Sharpener	<u>(4.50)</u>	(37.80)
 Dinner		
Pizzabox 4人餐 (\$184*3)	(552.00)	
Pizzabox Pizza (\$182+166*2)	(514.00)	
Drinks	<u>(65.00)</u>	(1,131.00)
 Others		
Decoration	(70.00)	
Paper Dish and Fork	(105.40)	
Prize	<u>(93.00)</u>	(268.40)
Total Expenditure		<u>(1,573.20)</u>
Surplus		<u><u>211.80</u></u>

Note 11 Warm your Heart 暖入你心

	<u>HK\$</u>	<u>HK\$</u>	<u>HK\$</u>
<u>Revenue</u>			<u>0.00</u>
Total Revenue			0.00
 <u>Expenditure</u>			
Promotion			
A3-sized coloured Posters (\$3*20)		(60.00)	
 Materials			
Medicine for the elderly		<u>(40.00)</u>	
Total Expenditure			<u>(100.00)</u>
Deficit			<u><u>(100.00)</u></u>

October

Note 12 Core Project 1: Handicapped People

	HK\$	HK\$	HK\$
Revenue			0.00
Total Revenue			0.00
Expenditure			
1.Briefing Session		0.00	
2.Indoor activity 1		(112.40)	
3.Indoor activity 2		(156.28)	
4.Indoor activity 3		(157.00)	
Total Expenditure			(425.68)
Deficit			(425.68)

Note 13 Core Project 2: Solitary Elderly

	HK\$	HK\$	HK\$
Revenue			0.00
Total Revenue			0.00
Expenditure			
1.Briefing Session		0.00	
2.Indoor activity 2		(127.00)	
3.Indoor activity 3		(189.60)	
4.Outing		(456.00)	
5.Indoor activity 4		(402.80)	
Total Expenditure			(1,175.40)
Deficit			(1,175.40)

Note 14 Core Project 3: New Arrivals

	HK\$	HK\$	HK\$
Revenue			0.00
Total Revenue			0.00
Expenditure			
1.Briefing Session		0.00	
2.Indoor activity 1		(134.20)	
3.Indoor activity 2		(99.70)	
4.Indoor activity 3		(130.10)	
5.Outing		(1,090.00)	
Total Expenditure			(1,454.00)
Deficit			(1,454.00)

Note 15 Core Project 4: Autistic Children

	HK\$	HK\$	HK\$
Revenue			0.00
Total Revenue			0.00
 Expenditure			
1. Briefing Session		0.00	
2. Indoor activity 1		(431.70)	
3. Indoor activity 2		(153.30)	
4. Indoor activity 3		(271.00)	
Total Expenditure			(856.00)
Deficit			(856.00)

November

Note 16 Charity Sale

	HK\$	HK\$	HK\$
Revenue			0.00
Total Revenue			0.00
 Expenditure			
Dolls			
Type 1 (\$71*2)	(142.00)		
Type 2 (\$46*5)	(230.00)		
Type 3 (\$30*10)	(300.00)		
Type 4 (\$44*125)	(5,500.00)		
Type 5 (\$90*50)	(4,500.00)	(10,672.00)	
 Stationary			
Schedule Book(\$32*8)		(256.00)	
 Candies			
		(452.00)	
 Electronic gadget			
Moon Light Bulb (\$24*10)		(240.00)	
Hanging light bulb (\$16*20)		(320.00)	
 Clothing			
Scarf(\$33.6*20)		(672.00)	

Others

Packaging Bag	(43.00)	
Price Tag	(50.00)	
Transportation Fee	(205.00)	
Total Expenditure		<u>(12,910.00)</u>
Deficit		<u><u>(12,910.00)</u></u>

***Remark**

Function was cancelled due to suspension of lessons

Note 17 The Pet Guardian 毛孩守護者

	<u>HK\$</u>	<u>HK\$</u>
Revenue		<u>HK\$</u>
Gain on deposit from participant (\$50*4)		200.00
Total Revenue		<u>200.00</u>
Expenditure		
Promotion		
A3-sized Coloured Posters(\$3*20)	(60.00)	
Donation (\$50*15)	(750.00)	
Total Expenditure		<u>(810.00)</u>
Deficit		<u><u>(610.00)</u></u>

December

Note 18 Warm Winter 這個冬天不太冷

	<u>HK\$</u>	<u>HK\$</u>
Revenue		<u>HK\$</u>
Total Revenue		<u>0.00</u>
Expenditure		
Food		
Fishball	(42.00)	
Shaomai	(44.00)	
Bread (3 loaf)	(39.90)	
Sausages	(39.90)	
Ham (2 packs)	(30.00)	
Cheese	(49.90)	
Marshmallows	(13.90)	
Drinks (6 packs)	(50.00)	
Pineapple (1 can)	(18.90)	
Tuna (3 cans)	(23.80)	
Bubble Candies	(11.80)	
Mentos	(10.50)	
	<u>(374.60)</u>	

Others

Cleaning Gloves	(8.90)	
Plastic Fork	(4.39)	
Plastic Knife	(14.90)	
Plastic bag (2 bags)	(1.00)	
Wooden Toot	<u>(11.90)</u>	(41.09)

Game Material

Folding Paper (2 packs)	<u>(56.00)</u>	
Total Expenditure		<u>(471.69)</u>
Deficit		<u><u>(471.69)</u></u>

Feburary

Note 19 Annual Journal

	HK\$	HK\$	HK\$
Revenue			<u>0.00</u>
Total Revenue			0.00
Expenditure			
Total Expenditure			<u>0.00</u>
Deficit			<u><u>0.00</u></u>

Note 20 Administration Cost

	HK\$	HK\$	HK\$
Revenue			<u>0.00</u>
Total Revenue			0.00
Expenditure			
Printing budget		(1,000.00)	
Receipt book (\$6.5*15)		(97.50)	
Stationery items		(150.00)	
Name Card (\$45*12)		(540.00)	
Joint University Social Service Organization		<u>(265.00)</u>	
Total Expenditure			<u>(2,052.50)</u>
Deficit			<u><u>(2,052.50)</u></u>

