

**PEAK SCHOOL PARENT TEACHERS  
ASSOCIATION LIMITED  
(LIMITED BY GUARANTEE)**

REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2012

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**REPORT OF COMMITTEE MEMBERS**

The Executive Committee of the Association has pleasure in submitting the annual report together with the audited financial statements for the year ended 31 July 2012.

**PRINCIPAL ACTIVITIES**

The Association is a non-profit making and approved trust of a public character. It engaged in promoting co-operation between the Parents of the students of Peak School and the Teachers for the promotion of education.

**FINANCIAL RESULTS**

The results of the Association for the year ended 31 July 2012 and the state of its affairs at that date are set out in the financial statements on pages 6 to 14.

**COMMITTEE MEMBERS**

The committee members during the year and up to the date of this report were:

Needham, Katrina	(resigned on 22 September 2011)
Weeks, Joanne	(resigned on 22 September 2011)
Fabiani, Lara	
Green, Alexandra Jane	(resigned on 22 September 2011)
Costley, Nina Anne Marie	(resigned on 22 September 2011)
Emmett, Vanessa Iris	(resigned on 22 September 2011)
Jackson, Katherine Judith Holly	
Hughes, Caron Margaret	
Nieto, Mary Buchanan	
Corrado, Nichola	(appointed on 22 September 2011)
Ellis, Kelly	(appointed on 22 September 2011)
Carey, Liselle	(appointed on 22 September 2011)
Raja, Sejal	(appointed on 22 September 2011)

In accordance with the Association's Articles of Association, all committee members retire in the forthcoming annual general meeting, and being eligible, offer themselves for re-election.

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**REPORT OF COMMITTEE MEMBERS (CONTINUED)**

**COMMITTEE MEMBERS' INTERESTS IN CONTRACTS**

No contracts of significance to which the Association was a party and in which a committee member of the Association had a material interest, whether directly or indirectly, subsisted at the end of the year or at any time during the year.

**MANAGEMENT CONTRACT**

No contracts concerning the management and administration of the whole or any substantial part of the business of the Association were entered into or existed during the year.

**AUDITORS**

A resolution for the reappointment of Messrs. H. H. Liu & Co. as auditors of the Association is to be proposed at the forthcoming annual general meeting.

FOR AND ON BEHALF OF  
THE EXECUTIVE COMMITTEE

---

CHAIRMAN  
HONG KONG

# 廖慶雄會計師事務所

**H. H. LIU & CO.,** *Certified Public Accountants*

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF**

### **PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**

(Incorporated in Hong Kong with limited by guarantee)

#### **Report on the Financial Statements**

We have audited the financial statements of Peak School Parent Teachers Association Limited (The Association) set out on pages 6 to 14, which comprise the statement of financial position as at 31 July 2012, and the income and expenditure account and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

#### **Committee Members' Responsibility for the Financial Statements**

The committee members are responsible for the preparation of financial statements that give a true and fair view in accordance with the Hong Kong Financial Reporting Standard for Private Entities issued by the Hong Kong Institute of Certified Public Accountants and the Hong Kong Companies Ordinance, and for such internal control as the committee members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

# 廖慶雄會計師事務所

**H. H. LIU & CO.**, *Certified Public Accountants*

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF**

### **PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**

(Incorporated in Hong Kong with limited by guarantee)

#### **Auditor's Responsibility (Continued)**

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee members, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Basis for Qualified Opinion**

The Association, in common with many others of similar size and organization, derives a substantial proportion of its income from various sources, the completeness of which is not susceptible to independent audit verification. Accordingly, verification of these sources of income was limited to the amounts recorded in the Association's records. There were no other satisfactory audit procedures that we could adopt to satisfy ourselves that the recorded income was free from material misstatement.

# 廖慶雄會計師事務所

**H. H. LIU & CO.**, *Certified Public Accountants*

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)**  
**TO THE MEMBERS OF**  
**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
(Incorporated in Hong Kong with limited by guarantee)

## **Qualified Opinion arising from Limitation of Audit Scope**

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to satisfy ourselves as to the completeness of income, the financial statements give a true and fair view of the state of the Association's affairs as at 31 July 2012 and of its deficit and cash flows for the year then ended in accordance with the Hong Kong Financial Reporting Standards For Private Entities and have been properly prepared in accordance with the Hong Kong Companies Ordinance.

## **Report on matters under sections 141(4) and 141(6) of the Hong Kong Companies Ordinance**

In respect alone of the limitation on our work relating to income:

- we have not obtained all the information and explanations that we considered necessary for the purpose of our audit; and
- we were unable to determine whether proper books of account had been kept.

---

H. H. Liu & Co.  
Certified Public Accountants  
Hong Kong :

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2012**

(Expressed in Hong Kong Dollars)

	<u>Notes</u>	<u>2012</u>	<u>2011</u>
<b>INCOME</b>			
Annual subscriptions		66,500	88,700
Bus fees		2,289,745	2,052,435
Donations		85,820	137,138
Fund raising income	8	857,147	1,097,527
Bank interest income		8	4
Sundries		3,749	-
		<u>3,302,969</u>	<u>3,375,804</u>
<b>EXPENDITURES</b>			
Bus hire		1,620,000	1,344,000
Bus coordinator and helpers' expenses		168,000	156,814
Fund raising expenses	9	675,312	512,066
School funding	10	874,198	1,119,715
Administrative expenses	11	29,795	52,415
		<u>3,367,305</u>	<u>3,185,010</u>
<b>(DEFICIT) / SURPLUS FOR THE YEAR</b>	7	<u>(64,336)</u>	<u>190,794</u>

The accompanying notes form an integral part of these financial statements.

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 JULY 2012**

(Expressed in Hong Kong Dollars)

	<u>Notes</u>	<u>2012</u>	<u>2011</u>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Prepayment		-	89,000
Cash and bank balances	6	<u>2,160,333</u>	<u>1,610,869</u>
<b>TOTAL CURRENT ASSETS</b>		<u>2,160,333</u>	<u>1,699,869</u>
<b>TOTAL ASSETS</b>		<u><u>2,160,333</u></u>	<u><u>1,699,869</u></u>
 <b>LIABILITIES AND GENERAL FUND</b>			
<b>CURRENT LIABILITIES</b>			
Accruals		<u>821,420</u>	<u>296,620</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>821,420</u>	<u>296,620</u>
<b>TOTAL LIABILITIES</b>		<u>821,420</u>	<u>296,620</u>
<b>GENERAL FUND</b>			
General fund	8	<u>1,338,913</u>	<u>1,403,249</u>
<b>TOTAL GENERAL FUND</b>		<u>1,338,913</u>	<u>1,403,249</u>
<b>TOTAL LIABILITIES AND GENERAL FUND</b>		<u><u>2,160,333</u></u>	<u><u>1,699,869</u></u>

Approved and authorised for issue by  
the Executive Committee on:

\_\_\_\_\_  
Committee member

\_\_\_\_\_  
Committee member

The accompanying notes form an integral part of these financial statements.



**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 JULY 2012**  
(Expressed in Hong Kong Dollars)

	<u>2012</u>	<u>2011</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
(Deficit) / Surplus for the year	(64,336)	190,794
Adjustments for:		
Interest income	-	(4)
	<u>(64,336)</u>	<u>190,790</u>
Decrease / (Increase) in prepayment	89,000	(82,500)
Decrease in other payables	-	(18,000)
Increase in accruals	<u>524,800</u>	<u>273,620</u>
<b>CASH GENERATED FROM OPERATIONS</b>	549,464	363,910
Interest received	-	4
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<u>549,464</u>	<u>363,914</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	549,464	363,914
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	<u>1,610,869</u>	<u>1,246,955</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u><u>2,160,333</u></u>	<u><u>1,610,869</u></u>

The accompanying notes form an integral part of these financial statements.

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2012**  
(Expressed in Hong Kong Dollars)

**1. GENERAL**

The Association is incorporated in Hong Kong. It is a Company limited by guarantee and not having a share capital.

The address of its registered office is 20 Plunketts Road, The Peak, Hong Kong. The Association is a non-profit making and approved trust of a public character. It engaged in promoting co-operation between the Parents of the students of Peak School and the Teachers for the promotion of education.

The financial statements are presented in Hong Kong dollars (“HK\$”), which is the same as the functional currency of the Company.

**2. BASIS OF PREPARATION AND ACCOUNTING POLICIES**

**Summary of significant accounting policies**

The financial statements have been prepared in accordance with the Hong Kong Financial Reporting Standard for Private Entities (“HKFRSPE”) issued by the Hong Kong Institute of Certified Public Accountants and the Hong Kong Companies Ordinance.

**a. Revenue recognition**

- (i) Donation is recognised on cash basis;
- (ii) Activities income is recognised on cash basis; and
- (iii) Interest income is recognised on a time proportion basis taking into account the principal outstanding and the interest applicable.

**b. Cash and cash equivalents**

Cash and cash equivalents represent cash at bank and on hand, demand deposits with banks and other financial institutions, and short-term highly liquid investments which are readily convertible into known amounts of cash and subject to an insignificant risk of change in value, having been within three months of maturity, at acquisition.

**Bank loans and overdrafts**

Interest expense is recognised on the basis of the effective interest method and is included in finance costs.

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2012**  
(Expressed in Hong Kong Dollars)

**3. INFORMATION ABOUT KEY SOURCES OF ESTIMATION UNCERTAINTY AND JUDGEMENTS**

Estimates and judgements are continually evaluated by the management of the Association. They are based on historical experience and other factors, including expectations of future.

Estimated impairment of receivables

The Association records impairment of receivables based on an assessment of the recoverability of prepayments. The identification of doubtful debts requires the committee members' estimates. Where the expectation is different from the original estimate, such difference will impact the carrying values of the prepayment in the period in which such estimates have been changed.

**4. REVENUE**

Revenue represents bus fees, fund raising income and donation received during the year.

**5. COMMITTEE MEMBERS' REMUNERATION**

Committee members' emoluments disclosed pursuant to Section 161 of the Hong Kong Companies Ordinance is as follows :

	<u>2012</u>	<u>2011</u>
Committee members' emoluments :		
Fee	-	-
Other emoluments	-	-
	<u>-</u>	<u>-</u>

**6. CASH AND BANK BALANCES**

	<u>2012</u>	<u>2011</u>
Cash in hand	-	2,966
Cash at bank	<u>2,160,333</u>	<u>1,607,903</u>
	<u>2,160,333</u>	<u>1,610,869</u>

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2012**  
 (Expressed in Hong Kong Dollars)

**7. GENERAL FUND**

	<u>2012</u>	<u>2011</u>
Accumulated fund brought forward (Deficit) / Surplus for the year	1,403,249 <u>(64,336)</u>	1,212,455 <u>190,794</u>
Accumulated fund carried forward	<u>1,338,913</u>	<u>1,403,249</u>

**8. FUND RAISING INCOME**

	<u>2012</u>	<u>2011</u>
Bingo	38,895	15,600
Talent Show	28,546	56,398
Dance-a-thon	34,847	21,890
Peak School Uniform	341,519	378,734
Yearbook and Photo Sales	9,050	95,540
Lantern Festival	92,650	102,369
Christmas Party	-	156,993
Sponsored Walk and BBQ	-	116,875
Art Auction	12,600	153,128
Merchandise Sale	2,760	-
Gala dinner	276,920	-
Shirt sponsorship	19,360	-
	<u>857,147</u>	<u>1,097,527</u>

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2012**  
 (Expressed in Hong Kong Dollars)

**9. FUND RAISING EXPENSES**

	<u>2012</u>	<u>2011</u>
Bingo	6,482	2,704
Talent Show	3,263	4,543
Dance-a-thon	12,800	9,577
Peak School Uniform	375,768	291,838
Lantern Festival	41,532	33,261
Christmas Party	-	97,480
Sponsored Walk and BBQ	-	28,476
Art Auction	-	44,187
Gala dinner	235,467	-
	<u>675,312</u>	<u>512,066</u>

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2012**  
(Expressed in Hong Kong Dollars)

**10. SCHOOL FUNDING**

	<u>2012</u>	<u>2011</u>
Greening Project	72,800	74,800
Library Facilities	-	537,482
Lighting Project	-	42,390
Artist in residence	83,118	65,000
Playground Project	-	212,426
Year 6 Graduation	10,000	10,000
Teaching Resource	183,956	152,157
Edwardian Day	-	17,137
Carol Service and Christmas Party	7,620	8,323
Summer Works	16,704	-
Contribution to School's decoration	* 500,000	-
	<u>874,198</u>	<u>1,119,715</u>

\* The Association has been requested by the Peak School to contribute HK\$500,000 for the refurbishment of the school hall and playground. At the reporting date, the Association committed to incur the fee and be paid in September 2012.

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2012**  
 (Expressed in Hong Kong Dollars)

**11. ADMINISTRATIVE EXPENSES**

	<u>2012</u>	<u>2011</u>
Auditors' remuneration	9,000	9,000
Bank charges	400	450
Insurance	1,440	1,440
Stationery	86	2,091
Sundry expenses	14,133	37,447
Telecommunication	3,446	1,387
Legal and professional fee	-	600
Gift	1,290	-
	<u>29,795</u>	<u>52,415</u>

**12. TAXATION**

The Association is exempted from Hong Kong profits tax under Section 88 of the Hong Kong Inland Revenue Ordinance.

**13. COMPARATIVE FIGURES**

Certain comparative figures have been re-classified to conform with current year's presentation.

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**JOURNAL ADJUSTMENTS - INCOME RECONCILIATION**  
**FOR THE YEAR ENDED 31 JULY 2012**

(Expressed in Hong Kong Dollars)

	<u>Dr.</u>	<u>Cr.</u>	<u>Total</u>
Deficit as per client's account			(45,343.85)
1) Auditors' remuneration	9,000.00		(9,000.00)
Accruals		9,000.00	
Being provision for auditors' remuneration for the year			
2) Cash and Bank balance			
- HKD SIA # 808-507529-838	7.67		
Bank interest income		7.67	7.67
Being omission of account for the year			
3) School funding – Year 6 graduation party	10,000.00		(10,000.00)
Accrued expenses		10,000.00	
Being understatement of accrued expenses for the year			
As per audited account			<u>(64,336.18)</u>

Confirmed and accepted by :

\_\_\_\_\_  
Committee Member



**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**  
**JOURNAL ADJUSTMENTS – RECLASSIFICATION**  
**FOR THE YEAR ENDED 31 JULY 2012**  
(Expressed in Hong Kong Dollars)

	<u>Dr.</u>	<u>Cr.</u>
1) Contribution to school decoration	500,000.00	
Project expenses		
- Summer works		500,000.00
Being reallocation of accounts for the year		

Confirmed and accepted by :

---

Committee Member