



Minutes of the 2019 Annual General Meeting(AGM)

Date: 27 May 2019 (Sat)

Time: 19:00

Venue: 九龍長沙灣道 650 號中國船舶大廈 2 樓星月樓

Present: YU Kwai Rodger (Chairman)

Other members (Appendix I)

1. Confirmation of Minutes of last AGM meeting

Minutes dated 8 June 2018 were adopted without amendment.

2. Notice of meeting

The notice of meeting was taken as read.

3. Annual report of activities

Mr. YU reported the numerous events and training courses organized by the HKSSMA throughout the year. Upcoming training and development activities for Year 2019/2020 were also discussed. Details of the events were attached as per Appendix II

4. Financial statement

The audited financial statement (Appendix III) for the period from 1 Jan 2018 to 31 Dec 2018 was submitted to the meeting. It was approved and adopted by all present.

5. Election of Executive Council (2019-2021)

According to the articles of association of the company, the service term of all members of the executive council was of two years. Therefore, invitation to nomination of new executive council of 2019-2021 was conducted in May 2019. 56 valid voting forms were received before the closing date. All voting were counted and recorded by Ms CHUI Yuk Ling and Mr. AU YEUNG Siu Hong and second checked by Ms. KY HO. The election result was moved by Mr. Rodger YU and the motion was carried by all present in the meeting. List of the members forming the new executive council was endorsed.

Post AGM notes – Formation of the 2019 -2021 Executive Council(EC):-

At the executive council meeting held on 20 June 2019, cross-election among EC Members was conducted with the officer bearers elected to form the new executive council for the term 2019 - 2021 and appended in Appendix IV.



6. Appointment of auditors

It was resolved:

"That Messer Poon & Co. be re-appointed auditors of the company for the ensuing year."

7. Appointment of Honorary Legal Advisor

It was resolved:

"That Mr. Douglas TANG be re-appointed as the Honorary legal advisor of the company for the ensuing year".

Adjournment of meeting

The meeting adjourned at 19:50

Mr. YU Kwai, Rodger
Chairperson

Ms. CHAN Wai Leng, Queenie
Secretary



香港消毒服務管理協會有限公司

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

<http://www.hkssma.org>

Appendix I

Attendance Record of the 2019 HKSSMA Ltd. AGM

	Membership No.	Name	Hospital
1	L001	Yu Kwai Rodger	<i>Chairman</i>
2	L003	Law Tat Hong Samuel	<i>Vice chairman</i>
3	L010	Chau Mei Fung	<i>OLMH</i>
4	L016	Chui Yuk Ling	<i>QEH</i>
5	L020	Wan Chiu Hong	<i>POH</i>
6	L021	Ko Shui Mei	<i>POH</i>
7	L022	Hui Chui Wan Catriona	<i>HKCH</i>
8	L024	Li Kit Yee	<i>HKCH</i>
9	L026	Ho Kam Yee	<i>PYNEH</i>
10	L031	Chong Im Tou	<i>YCH</i>
11	L036	Lee Chun Kin	<i>TMH</i>
12	L041	Yeung Wai Chung	<i>TMH</i>
13	L047	Lam Pui lan	<i>TMH</i>
14	L060	Au Yeung Siu Hong	<i>UCH</i>
15	L061	Tang Yau Man	<i>PMH</i>
16	L062	Chan Man Chun	<i>QEH</i>
17	L072	Tang Wai Wing	<i>KH</i>
18	L081	Lam Sin Han	<i>HKCH</i>
19	L096	Chan Wai Leng	<i>HKSH</i>
20	L100	Ng Kin Pong	<i>HKCH</i>
21	L101	Ng Kwok Ming	<i>HKCH</i>
22	L103	Lee Pui Ling	<i>PMH</i>
23	L109	Lam Suk Fong	<i>OLMH</i>
24	10551	Chan Yeuk Ying	<i>UCH</i>
25	10818	Sung Kin Man	<i>PMH</i>
26	20163	Leung Lai Ping	<i>NT(E) retired</i>
27	20166	Lo Choi Lan	<i>NT(E) retired</i>
28	20309	Lam Mei Lin	<i>NT(E) retired</i>
29	20337	Fung Mei Ling	<i>UCH</i>
30	20338	Hau Pui Ling	<i>UCH</i>
31	20344	Lau Siu Kuen	<i>UCH</i>
32	20350	Leung Wan To	<i>UCH</i>



香港消毒服務管理協會有限公司

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

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	Membership No.	Name	Hospital
33	20663	Ma Oi Fong	UCH
34	20736	Hau Pui Ching	UCH
35	20740	Wong Lai Yee	UCH
36	20744	Tsoi Man Hung	UCH
37	21167	Fok Wai Yan	HKCH
38	21249	Lai Shui Mui	NT(E) retired
39	21250	Sun Shui Ying	NT(E) retired
40	21251	Cheung Wai Ming	NT(E) retired
41	21390	Lam On Ki Angela	QEH
42	21490	Wong Yin Ping	NT(E) retired
43	21491	Leung Ka Yan	NT(E) retired
44	21492	Lo Yu Tin	NT(E) retired
45	21493	Tam Pui Han	NT(E) retired
46	21494	Tran Muoi	NT(E) retired
47	21495	Ko Hung Ying	NT(E) retired
48	21496	Tong Yin Fung	NT(E) retired
49	21503	Chen Qian Fang	HKCH
50	21649	Un Kam Tim	NT(E) retired
51	21650	Li Kam Ngor	NT(E) retired
52	21651	Deng Yan Qun	NT(E) retired
53	21776	Tse Kin Leung	HKCH
54	21777	Tang Mei Ha	UCH
55	21783	Ho Yiu Chung	HKCH
56	21814	Poon Wing Sze	HKCH
57	21817	Cheung Lee	HKCH
58	21819	Poon Kin Yee	HKCH
59	21834	Tse Lai Mei	HKCH
60	30216	Chan Kit Ying Ivy	J&J
61	30298	Ngai Ki Tung	UICL
62	30356	Lui Ka Man	UICL
63	30541	Yung Pak Lam Jack	J&J



香港消毒服務管理協會有限公司

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

<http://www.hkssma.org>

Proxy			
		Membership No.	Name
1.	POH	L037	葉慧儀
2.	PYNEH	L044	PUN WAI CHE
3.	PYNEH	L065	LEUNG WAI HUNG
4.	TSWH	L070	賴港富
5.	POH	L073	鄧詠琪
6.	POH	L087	李展程
7.	PYNEH	10755	LEE YUK PING
8.	KWC	10956	張嘉雯
9.	POH	10982	YU NAM CHU



HKSSMA 2019 -2021 Executive Council

Name	Position
YU Kwai Rodger	Chairman
LAW Tat Hong Samuel	Vice Chairman
CHAN Wai Leng Queenie	Secretary
WAN Chiu Hong Johnson	Treasurer
HO Kam Yee	Director of Training & Development
LEE Chun Kin	Director of Publications
LI Kit Yee	Director of Public Relations
Other members	
AU YEUNG Siu Hong	
CHAN Man Chun	
CHUI Yuk Ling	
KO Shui Mei	
HUI Chui Wan Catriona	
LAM Pui lan	
NG Kwok Kin	
TANG Wing Ki	
YEUNG Wai Chung	

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

REPORT OF THE EXECUTIVE COUNCIL

The executive council has pleasure in presenting its report and the audited financial statements for the year ended 31st December, 2019.

REPORTING EXEMPTION

The company falls within the reporting exemption for the year and is exempt from certain disclosure requirements of the Hong Kong Companies Ordinance relating to the report of the executive council including preparation of a business review.

PRINCIPAL ACTIVITIES

The principal activities of the company are to promote and enhance the knowledge and management skill of and expertise in training and development of sterile services.

FINANCIAL STATEMENTS

The surplus of the company for the year ended 31st December, 2019 and the company's financial position at that date are set out in the attached financial statements.

EXECUTIVE COUNCIL MEMBERS

The following were members of the executive council during the year and up to the date of this report:

Yu Kwai, Rodger (Chairman)
Law Tat Hong, Samuel (Vice-chairman)
Wan Chiu Hong (Treasurer)
Chan Wai Leng (Secretary)
Ho Kam Yee (Director of Training and Development)
Lee Chun Kin (Director of Publications)
Li Kit Yee (Director of Public Relations)
Au Yeung Siu Hong
Chan Man Chun
Chau Kwai Hoi (Resigned on 27th May 2019)
Chui Yuk Ling
Hui Chui Wan, Catriona
Ko Shui Mei
Lam Pui Ian (Appointed on 27th May 2019)
Ng Kwok Kin (Appointed on 27th May 2019)
Tang Wai Wing (Resigned on 27th May 2019)
Tang Wing Ki (Appointed on 27th May 2019)
Yeung Wai Chung
Yip Wing Hang (Resigned on 27th May 2019)

In accordance with the articles of association of the company, all present members of the executive council continue to hold office for the ensuing year.

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

REPORT OF THE EXECUTIVE COUNCIL (CONT'D)

PERMITTED INDEMNITY PROVISION

Article 94 of the company's articles of association provides every member of executive council of the company shall be indemnified by the company against all costs, losses, and expenses which any such member may incur or become liable to, by reason of any contract entered into, or act or deed done by him, as such member, or in any way in the proper discharge of his duties, and the amount for which such indemnity is provided shall immediately attach as a lien on the property of the company and have priority as between the members over all other claims, and it shall be duty of the executive council out of the company to pay any such costs, losses and expenses. This provision is permitted if it meets the specified conditions in section 469 of the Hong Kong Companies Ordinance. This indemnity provision is in force during the financial year and at the time of approval of this report.

AUDITORS

The auditors, Messrs. Poon & Co. retire and, being eligible, offer themselves for re-appointment.

On behalf of the
executive council



Yu Kwai, Rodger
Chairman

HONG KONG, 05 SEP 2020

會計師事務所
皇后大道東四十三
五十九號東美中心六樓

Poon & Co.
CERTIFIED PUBLIC ACCOUNTANTS
CHARTERED SECRETARIES

6TH FLOOR, DOMINION CENTRE
43-59 QUEEN'S ROAD EAST
HONG KONG

Our Ref. No. A/H/94

TEL 電話 : 2528-6370-3 (4 Lines)
2527-7133 (Mr. Poon)

FAX 傳真 : (852) 2865-0367

Your Ref. No.

E-MAIL 電郵 : clients@poonandco.com.hk

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
HONG KONG STERILE SERVICES
MANAGEMENT ASSOCIATION LIMITED
(Incorporated in Hong Kong with
limited liability by guarantee)

Opinion

We have audited the financial statements of Hong Kong Sterile Services Management Association Limited ("the company") set out on pages 6 to 10, which comprise the statement of financial position as at 31st December, 2019 and the income statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements of the company are prepared, in all material respects, in accordance with the Hong Kong Small and Medium-Sized Entity Financial Reporting Standard ("SME-FRS") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

Basis for Opinion

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSAs") and with reference to PN900 (Revised) Audit of Financial Statements Prepared in Accordance with the Small and Medium-Sized Entity Financial Reporting Standard issued by 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 company in accordance with the HKICPA's Code of Ethics for Professional Accountants ("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.

Other Information

The executive council members are responsible for the other information. The other information comprises the information included in the report of the executive council members, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
HONG KONG STERILE SERVICES
MANAGEMENT ASSOCIATION LIMITED
(Incorporated in Hong Kong with
limited liability by guarantee)
(CONT'D)

Other Information (Cont'd)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Executive Council Members and Those Charged with Governance for the Financial Statements

The executive council members are responsible for the preparation of the financial statements in accordance with the SME-FRS issued by the HKICPA and the Hong Kong Companies Ordinance, and for such internal control as the executive council members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud and error.

In preparing the financial statements, the executive council members are responsible for assessing the Company'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 council members either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

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

Auditor's 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. This report is made solely to you, as a body, in accordance with section 405 of the Hong Kong Companies Ordinance, and for no other purpose. We do not assume responsibilities towards or accept liability to any other person for the contents of this report. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSA's 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.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
HONG KONG STERILE SERVICES
MANAGEMENT ASSOCIATION LIMITED
(Incorporated in Hong Kong with
limited liability by guarantee)
(CONT'D)

**Auditor's Responsibilities for
the Audit of the Financial Statements (Cont'd)**

As part of an audit in accordance with HKSA's, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the executive council members.
- Conclude on the appropriateness of the executive council members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Poon & Co.

Certified Public Accountants

HONG KONG, 05 SEP 2020


HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER, 2019

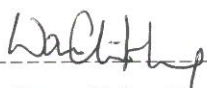
	<u>2019</u>	<u>2018</u>
	HK\$	HK\$
<u>ASSETS</u>		
CURRENT ASSETS		
Deposits for 21st World Sterilization Congress	354,741.98	-
Prepayments	-	5,264.00
Cash and bank balances	1,362,477.33	1,421,328.58
	<u>1,717,219.31</u>	<u>1,426,592.58</u>
LESS: CURRENT LIABILITIES		
Membership fees received in advance	36,050.00	20,120.00
Sundry payable	1,000.00	-
Provisions	7,600.00	6,800.00
Provision for taxation	137,497.00	117,220.00
	<u>182,147.00</u>	<u>144,140.00</u>
NET ASSETS	<u>1,535,072.31</u>	<u>1,282,452.58</u>
<u>MEMBERS' FUNDS</u>		
ACCUMULATED SURPLUSES	<u>1,535,072.31</u>	<u>1,282,452.58</u>

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

These financial statements were approved and authorised for issue by the executive council on **05 SEP 2020** and signed on its behalf.



Yu Kwai, Rodger
Chairman, Executive Council



Wan Chiu Hong
Treasurer, Executive Council



Chan Wai Leng
Secretary, Executive Council

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

INCOME STATEMENT

FOR THE YEAR ENDED 31ST DECEMBER, 2019

	<u>Note</u>	<u>2019</u>	<u>2018</u>
		HK\$	HK\$
INCOME			
Membership fee income		86,800.00	102,040.00
Surplus from activities	3	423,048.80	65,400.20
Donation income		35,000.00	41,300.00
Interest income from bank deposits		760.78	291.50
		<u>545,609.58</u>	<u>209,031.70</u>
LESS: EXPENDITURE			
Members' meeting expenses		72,235.45	47,080.30
Sponsorships		169,924.90	135,463.00
Entertainments		10,679.00	6,460.00
Computer accessories		-	19,813.02
Professional fees		6,107.50	6,200.00
Audit fee		7,600.00	6,800.00
Publications		-	2,100.00
Printing and stationery		-	429.00
Bank charges		2,300.00	921.00
Sundry expenses		3,866.00	9,819.00
		<u>272,712.85</u>	<u>235,085.32</u>
SURPLUS/(DEFICIT) BEFORE TAXATION		<u>272,896.73</u>	<u>(26,053.62)</u>
LESS: TAXATION	5	20,277.00	-
SURPLUS/(DEFICIT) FOR THE YEAR		<u>252,619.73</u>	<u>(26,053.62)</u>

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

ACCOUNTING POLICIES AND EXPLANATORY
NOTES TO THE FINANCIAL STATEMENTS

1. GENERAL

The company is limited by guarantee not having a share capital, domiciled and incorporated in Hong Kong. The liability of each of its members is limited to HK\$100.00.

Its registered office is located at Flat B, 36th Floor, Block 4, Lynwood Court, Kingswood Villas, Tin Shui Wai, New Territories, Hong Kong. The principal activities of the company are to promote and enhance the knowledge and management skill of and expertise in training and development of sterile services.

2. BASIS OF PREPARATION
AND ACCOUNTING POLICIES

The company qualifies for the reporting exemption as a small private company under section 359(1)(a) of the Hong Kong Companies Ordinance and is therefore entitled to prepare and present its financial statements in accordance with the Small and Medium-sized Entity Financial Reporting Standard (SME-FRS) issued by the Hong Kong Institute of Certified Public Accountants (HKICPA).

The financial statements comply with the SME-FRS and have been prepared under the accrual basis of accounting and on the basis that the company is a going concern.

The financial statements also comply with the applicable requirements of the Hong Kong Companies Ordinance which concern the preparation of financial statements.

The financial statements have been prepared under the historical cost convention.

The following are the specific accounting policies that are necessary for a proper understanding of the financial statements:

(a) Impairment of assets

An assessment is made at the end of each reporting period to determine whether there is any indication of impairment or reversal of previous impairment, including items of plant and equipment. In the event that an asset's carrying amount exceeds its recoverable amount, the carrying amount is reduced to recoverable amount and an impairment loss is recognised in the income statement. A previously recognised impairment loss is reversed only if there has been a change in the estimates used to determine the recoverable amount, however not to an amount higher than the carrying amount that would have been determined (net of depreciation), had no impairment losses been recognised for the asset in prior years.

(b) Taxation

Income tax expense represents current tax expense. The income tax payable represents the amounts expected to be paid to the taxation authority, using the tax rates that have been enacted or substantively enacted by the end of the reporting period.

Deferred tax is not provided.

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

ACCOUNTING POLICIES AND EXPLANATORY
NOTES TO THE FINANCIAL STATEMENTS (CONT'D)

2. BASIS OF PREPARATION AND
ACCOUNTING POLICIES (CONT'D)

(c) Revenue recognition

Revenue is recognized when it is probable that the economic benefits will flow to the company and when the revenue can be measured reliably, on the following basis:

Membership fee income, donation income, income from activities and interest income are recognised when they are received and receivable.

3. SURPLUS FROM ACTIVITIES

	<u>2019</u>	<u>2018</u>
	HK\$	HK\$
<u>Courses</u>		
Course fees received	604,500.00	187,500.00
Less: Course expenses	97,954.90	26,478.20
Surplus on courses	<u>506,545.10</u>	<u>161,021.80</u>
<u>Annual dinner</u>		
Annual dinner fees received	7,920.00	3,960.00
Less: Annual dinner expenses	21,050.00	21,500.00
Deficit on annual dinner	<u>(13,130.00)</u>	<u>(17,540.00)</u>
<u>Christmas dinner</u>		
Christmas dinner fees received	39,060.00	34,380.00
Less: Christmas dinner expenses	109,426.30	112,461.60
Deficit on Christmas dinner	<u>(70,366.30)</u>	<u>(78,081.60)</u>
Surplus from activities	<u><u>423,048.80</u></u>	<u><u>65,400.20</u></u>

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

ACCOUNTING POLICIES AND EXPLANATORY
NOTES TO THE FINANCIAL STATEMENTS (CONT'D)

4. TOTAL INCOME FOR THE YEAR

	<u>2019</u>	<u>2018</u>
	HK\$	HK\$
Membership fee income	86,800.00	102,040.00
Course fees received	604,500.00	187,500.00
Donation income	35,000.00	41,300.00
Annual dinner fees received	7,920.00	3,960.00
Christmas dinner fees received	39,060.00	34,380.00
Interest income	760.78	291.50
	<u>774,040.78</u>	<u>369,471.50</u>

5. TAXATION

Under the two-tiered rates, Hong Kong profits tax is calculated at 8.25% on the first HK\$2 million of the estimated assessable profits and at 16.5% on the estimated assessable profits above HK\$2 million for the year (2018 - Two tiered rates).

	<u>2019</u>	<u>2018</u>
	HK\$	HK\$
Surplus/(deficit) before taxation	272,896.73	(26,053.62)
Calculated at a taxation rate at 8.25%	22,513.00	(2,149.00)
Income not subject to taxation	(63.00)	(24.00)
Tax loss (recognised)/unrecognised	(2,173.00)	2,173.00
	<u>20,277.00</u>	<u>-</u>

6. CHANGES IN MEMBERS' FUNDS

	<u>2019</u>	<u>2018</u>
	HK\$	HK\$
At 1st January, 2019	1,282,452.58	1,308,506.20
Surplus/(deficit) for the year	252,619.73	(26,053.62)
At 31st December, 2019	<u>1,535,072.31</u>	<u>1,282,452.58</u>

7. BENEFITS OF EXECUTIVE COUNCIL MEMBERS

Emolument to executive council members

No emolument was paid or payable to executive council members during the year disclosed pursuant to section 383(1)(a) to the Hong Kong Companies Ordinance and Hong Kong Companies (Disclosure of Information about Benefits of Directors) Regulation (Cap. 622G) (2018 - Nil).

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITEDI.R. File No. 22/33679389

HK\$

Revised computation

For the year of assessment 2019/2020

Surplus for the year ended 31st December, 2019

272,897

Less: Interest income (As per analysis attached)

761

Assessable profit

272,136Note: Loss brought forward \$26,346

Provisional computation

For the year of assessment 2020/2021Assessable profit for the basis period
as per 2019/2020 revised computation272,136

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

		HK\$
<u>Analysis of entertainments</u>		
<u>Particulars</u>		
Complimentary advertising		6,480.00
Gift for ICC colleagues and Asia World Expo		3,000.00
Gift for HK Infection Control Nurse Association		1,199.00
		<u>10,679.00</u>
 <u>Analysis of sundry expenses</u>		
<u>Particulars</u>		
Business registration fee		2,250.00
Search fees and photostats		965.00
Logo chops		651.00
		<u>3,866.00</u>
 <u>Analysis of professional fees</u>		
<u>Particulars</u>		
Accountancy fees		2,000.00
Secretarial fees		3,700.00
Bank charges		257.50
Website service and domain fee		150.00
		<u>6,107.50</u>
 <u>Analysis of sponsorships</u>		
<u>Particulars</u>		
Sponsorship for attending		
Hospital visits		23,123.20
2019 World Sterilization Congress		99,080.60
Namning Conference		47,721.10
		<u>169,924.90</u>
 <u>Analysis of interest income</u>		
<u>Payer</u>	<u>Nature</u>	
The Hongkong and Shanghai Banking Corporation, Limited	Interest on savings account	<u>760.78 (x)</u>

(x) Adjusted in computation

\$761

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

TOTAL GROSS RECEIPTS FOR THE YEAR ENDED 31ST DECEMBER, 2019

	<u>2019</u>	<u>2018</u>
	HK\$	HK\$
Receipts from voting members		
Membership fees received	33,500.00	38,100.00
Course fees received	188,000.00	22,000.00
Annual dinner fees received	2,520.00	360.00
Christmas dinner fees received	7,200.00	6,120.00
	<u>231,220.00</u>	<u>66,580.00</u>
Receipts from non-voting members		
Membership fees received	53,300.00	63,940.00
Course fees received	279,000.00	108,500.00
Annual dinner fees received	5,400.00	3,600.00
Christmas dinner fees received	31,860.00	28,260.00
	<u>369,560.00</u>	<u>204,300.00</u>
Receipts from non-members		
Course fees received	137,500.00	57,000.00
Donation income	35,000.00	41,300.00
Interest income	760.78	291.50
	<u>173,260.78</u>	<u>98,591.50</u>
Total gross receipts	<u>774,040.78</u>	<u>369,471.50</u>
Percentage of receipts from voting members	29.87%	18.02%

Certified true and correct



Chairman of
Executive Council

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

Journal adjustments for the year ended 31st December, 2019

	<u>DR.</u>	<u>CR.</u>
	HK\$	HK\$
1. Accumulated surplus	138,576.00	
Prepayments	5,264.00	
Cash	300.00	
Membership fees received in advance		20,120.00
Provisions		6,800.00
Provision for taxation		117,220.00
Being opening adjustment for the year		
2. Membership fees received in advance	20,120.00	
Membership fee income		20,120.00
Being reclassification of membership fee income for 2019		
3. Membership fee income	36,050.00	
Membership fees received in advance		36,050.00
Being reclassification of membership fee income for 2020		
4. Provisions	6,800.00	
Professional fees		6,800.00
Being reclassification of audit fee for 2019		
5. Sponsorships	5,264.00	
Prepayments		5,264.00
Being reclassification of accounts		
6. Sponsorships	35,000.00	
Donation		35,000.00
Being reclassification of accounts		
7. 21st World Sterilization Congress	50,846.98	
Entertainments	3,000.00	
Sponsorships		53,846.98
Being reclassification of accounts		
8. Audit fee	7,600.00	
Provisions		7,600.00
Being audit fee provided for the year		
9. Sundry expenses	965.00	
Professional fees		965.00
Being reclassification of accounts		

HONG KONG STERILE SERVICES MANAGEMENT ASSOCIATION LIMITED

Journal adjustments for the year ended 31st December, 2019 (Cont'd)

	<u>DR.</u>	<u>CR.</u>
	HK\$	HK\$
10. Deposits	354,741.98	
21st World Sterilization Congress Being reclassification of accounts		354,741.98
11. Sponsorships	169,924.90	
Education Being reclassification of accounts		169,924.90
12. Taxation	20,277.00	
Provision for taxation Being provision for taxation for the year		20,277.00

Reconciliation of surplus for the year ended 31st December, 2019

	HK\$	HK\$
Deficit as per clients' accounts		59,851.25
Less: J#2 Membership fee income	20,120.00	
J#4 Professional fees	6,800.00	
J#10 21st World Sterilization Congress	354,741.98	
	<hr/>	<hr/>
		381,661.98
		<hr/>
		321,810.73
Less: J#3 Membership fee income	36,050.00	
J#5 Sponsorships	5,264.00	
J#8 Audit fee	7,600.00	
	<hr/>	<hr/>
		48,914.00
Surplus as per audited accounts		<hr/> <hr/>
		272,896.73

We hereby certify that the above journal adjustments (Nos. 1 - 12) for the year ended 31st December, 2019 are correct.

Hong Kong Sterile Services
Management Association Limited



Yu Kwai, Rodger
Chairman, Executive Council