

**FORM 13**  
**TRADE UNIONS ORDINANCE (CAP. 332)**

Section 36(1)

**STATEMENT OF ACCOUNT**

**(A) GENERAL FUND**

Financial year ended .....

Name of Trade Union : ..... Registration No. ....

RECEIPTS	\$	¢	PAYMENTS	\$	¢
<b>Members' contributions : -</b>			<b>Operating expenses : -</b>		
Entrance fees (\$ _____ per member)			Rent and rates		
Membership certificates (\$ _____ per member)			Electricity, gas, water & other fuel charges		
Monthly/ yearly subscriptions:			Stationery, printing, postage		
• _____ ordinary members x \$ _____			Telephone		
• _____ retired members x \$ _____			Repairs		
• _____ life members x \$ _____			Advertising		
Others <i>[please specify]</i>			Allowance to committee members		
			Salaries to paid staff		
			Auditor's fees		
			Travelling expenses		
			Legal expenses		
			Conference and meeting expenses		
			Expenses incurred on negotiations, trade		
			disputes and on strikes		
<b>Other receipts from members: -</b>			Other operating expenses <i>[please specify]</i>		
Loans					
Donations					
Social Functions					
			<b>Allocations to Welfare Fund</b>		
<b>Other receipts from trade unions and labour organizations: -</b>			<b>Payments to trade unions and labour organizations: -</b>		
<i>[please specify the name(s) of organization(s)]</i>			<i>[please specify the name(s) of organization(s)]</i>		
Affiliation fees			Affiliation fees		
Loans			Loans		
Donations			Donations		
			<b>Payments made to organizations in respect of sums collected on their behalf: -</b>		
			<i>[please specify the name(s) of organization(s)]</i>		
<b>Sums collected on behalf of other organizations: -</b>			<b>Legislative Council and District Councils Elections expenses: - <i>[please specify]</i></b>		
<i>[please specify the name(s) of organization(s)]</i>					
<b>Other receipts: -</b>			<b>Other payments: -</b>		
Investments			Taxation		
Bank interest			Bank interest and charges		
Rentals			Advances or loans		
Others <i>[please specify]</i>			Social functions		
			Others <i>[please specify]</i>		
<b>Total Receipts</b>			<b>Total Payments</b>		
<b>Balance brought forward</b>			<b>Balance carried down</b>		
<b>Total: \$</b>			<b>Total: \$</b>		

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**STATEMENT OF ACCOUNT**  
**(B) WELFARE FUND**

Financial year ended .....

RECEIPTS	\$	¢	PAYMENTS	\$	¢
<b>Members' contributions: -</b>			<b>Benefits to members or their dependants: -</b>		
Foundation fund			Maternity		
( ____ members x \$ ____ )			Death gratuity		
Monthly/ yearly contributions			Funeral expenses		
( ____ members x \$ ____ )			Unemployment subsidies		
Death contributions			Medical expenses and subsidies		
( ____ members x \$ ____ )			Others <i>[please specify]</i>		
Others <i>[please specify]</i>					
<b>Allocations from General Fund</b>					
<b>Other receipts from members: -</b>			<b>Other benefits to members: - <i>[please specify]</i></b>		
Loans					
Donations					
<b>Receipts from other trade unions and labour organizations: -</b>					
<i>[please specify the name(s) of organization(s)]</i>					
Loans					
Donations					
Subsidies					
<b>Other receipts: - <i>[please specify]</i></b>			<b>Other payments: - <i>[please specify]</i></b>		
<b>Total Receipts</b>			<b>Total Payments</b>		
<b>Balance brought forward</b>			<b>Balance carried down</b>		
<b>Total: \$</b>			<b>Total: \$</b>		

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**Section 36(1)**

**STATEMENT OF ACCOUNT**

**(C) STATEMENT OF ASSETS AND LIABILITIES**

As at .....

LIABILITIES	\$	¢	ASSETS	\$	¢
<b>General Fund balance</b>			<b>Cash and bank balance : -</b>		
<b>Welfare Fund balance</b>			Cash in hand \$		
<b>Balance(s) of funds of undertakings [please specify]</b>			Cash at bank(s)		
			<b>Sundry debtors :-</b>		
			(a) members		
			(b) others		
<b>Sundry creditors : -</b>					
(a) members					
			<b>Loans receivable : -</b>		
(b) others			(a) members		
			(b) others		
<b>Loans payable : -</b>					
(a) members					
			<b>Deposits [please specify]</b>		
(b) others					
			<b>Investments (at cost)</b>		
			<b>Furniture and fixtures</b>		
			b/f		
<b>Deposits [please specify]</b>			Deducted: depreciation		
			Added: new purchase		
<b>Other liabilities [please specify]</b>			<b>Property (at cost)</b>		
			<b>Other assets [please specify]</b>		
Balance being net worth of the union					
Total : \$			Total : \$		

We ....., Chairman/Vice-chairman<sup>❶</sup> and Treasurer of the .....  
..... hereby declare that the whole set of Statement of Account is properly drawn up and is in agreement with the registered rules,  
the books of account and the records of the above union<sup>❷</sup>.

Signature of Chairman/Vice-chairman<sup>❶</sup> ..... Date .....

Signature of Treasurer ..... Date .....

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**AUDITOR'S REPORT**

I/We have examined the above Statement of Account with the books and accounts of the .....  
and have obtained all the information and explanation I/We have required.

In my/our opinion, the above Statement of Account is properly drawn up so as to exhibit a true and correct state of affairs of  
the ..... for the financial year ended .....<sup>❸</sup> according  
to the best of my/our information and the explanations given to me/us, and as shown by the books of the said union.

Dated .....

.....  
*Auditor(s)*

- ❶ Please delete whichever is inappropriate.  
❷ Provision of false information is an offence under Section 58 of the Trade Unions Ordinance.  
❸ Subject to any qualifications or special report.