

### Memorandum

To: Social Enterprise Units and Related Organizations  
From: Richard Chow, Deputy Head, HKCSS – HSBC Social Enterprise Business Centre  
Subject: Social Enterprise Seminar Series – Internal Control on Financial Management  
Date: 6 Nov 2015

Social enterprise is committed to maintain a robust and high degree of transparency on financial management. SEBC collaborates with KPMG to organize this seminar, feature internal control and risk management, to share with social enterprise practitioners, staff and social entrepreneurs the best practices of internal control, including fixed assets management, cash management and financial reporting etc. The seminar includes group discussion and case study. Please refer to details as below:

#### Scope of Training and Case Study

- 1) Internal Control and Corporate Governance
  - Introduce COSO Framework<sup>1</sup>
  - Importance of maintaining good practice of internal control
2. Funding, Sponsorship and Fixed Asset Management
  - Commercial standard, requirement and monitoring
  - Management of income sources, project expense and classification of assets
  - Cash management
3. Financial Statement and Accounting Management
  - Understanding of Audited Financial Statement and Accounting Standards
  - Use of accounting figures on project evaluation and resources management
  - Common issues in project budgeting

Date : 4 December, 2015 (Friday)  
Time : 3:30 p.m. – 5:30 p.m.  
Venue : Rm 103, 1/F., Duke of Windsor Social Service Bldg., 15 Hennessy Rd.,  
Wanchai, H.K.  
Trainers : Representatives from KPMG  
Target : Social Enterprise Practitioners, entrepreneurs and related organizations  
Priority given to granted projects under Social Innovation and  
Entrepreneurship Development Fund  
Seat : 60  
Fee : Free Admission  
Enquiry/RSVP : Charlotte Kwok (2876 2491; [charlotte.kwok@hkcss.org.hk](mailto:charlotte.kwok@hkcss.org.hk))

<sup>1</sup> The Committee of Sponsoring Organizations of the Treadway Commission (COSO) is a framework and guidance on enterprise risk management, internal control and fraud deterrence.