关于开展滨海新区社会服务机构2020年度检查工作的通知

各业务主管单位，泰达街，各开发区民政部门，各社会服务机构（民办非企业单位）：

　　根据国务院《民办非企业单位登记管理暂行条例》和民政部《民办非企业单位年度检查办法》的有关规定，按照市民政局相关要求，结合滨海新区实际，滨海新区民政局及泰达街、各开发区民政部门将对社会服务机构（民办非企业单位）实施2020年度检查。现将有关事项通知如下：

一、年度检查的范围

　　凡在2020年6月30日前，经登记管理机关批准登记成立的社会服务机构（民办非企业单位）均应参加2020年度检查。

　二、报送时间

　　本年度将全面启用新系统进行填报工作，社会服务机构（民办非企业单位）应于2020年7月31日前完成年度检查工作。

三、报送程序

**（一）网上填报流程。**

参加年度检查的社会服务机构（民办非企业单位），登陆市民政局网站（http://mz.tj.gov.cn/），进入“天津社会组织公共服务平台-年检年报”进入管理系统（社会组织年检办事柜台 http://111.164.113.15:8088/tjfrk/shzzgl/index.jspx），输入用户名和密码登录，填报《2020年度工作报告书》。

 网上提交《年度工作报告书》后，请及时登录天津市社会组织管理系统查询报告书审核情况，并按照审核反馈信息进行操作。凡经登记管理机关网上审核符合要求的，可网上打印《年度工作报告书》,并持全部年检材料到业务主管单位和登记管理机关进行审核。

**（二）财务审计报告。**

除具有公益性捐赠税前扣除资格的公益性社会组织应当按照《关于加强和完善基金会注册会计师审计制度的通知》（财会〔2011〕23号）规定选聘具有相关资格的会计师事务所外，其他各社会服务机构（民办非企业单位）可以自主选聘经财政部门批准设立的会计师事务所对本单位的年度财务工作进行年检审计，财务审计报告应符合模板（见附件）要求。会计师事务所要按照《民间非营利组织会计制度》要求，填报财务会计报告，并负责做好年检审计数据上传工作。会计师事务所需联系区社会组织服务管理中心验证同意后取得审计数据上传账号。

**（三）业务主管单位初审。**

实行登记管理机关和业务主管单位双重管理的各社会服务机构（民办非企业单位）持相关年检材料到业务主管单位、党建管理机构进行审核，业务主管单位、党建管理机构应针对初审内容提出初审意见并盖章、写明初审日期；无业务主管单位的各社会服务机构（民办非企业单位）持相关年检材料到党建管理机构审核后到管理机关办理年检手续。

**（四）登记管理机关审查**

各社会服务机构（民办非企业单位）应在2021年7月31日前，持经业务主管单位（直接登记无业务主管单位的除外）、党建管理机构初审过的全部纸质材料，报送到滨海新区社会组织服务管理中心（地址：滨海新区塘沽迎宾大道1988号国泰大厦A座3012室）。管理机关对各社会服务机构（民办非企业单位）报送的年检材料进行审核，确定年检结论并加盖年检印鉴。

**年检报送材料包括以下内容：**

1．网上审查通过的社会服务机构年度工作报告书（一式三份，首页签字、印章齐备，尾页加盖业务主管单位和党建管理部门印章）。

2．年度财务审计报告原件纸质版1份。

3．社会服务机构法人登记证书副本原件。

4．执业许可证副本原件及复印件或变更登记时批准文件复印件一份。

5．活动场所的产权证明或使用权（租赁合同）证明原件及复印件一份。

6．法定代表人信息核查相关材料（见附件3，新成立未进行过核查及法人有变动的，需提交）。

7．其他需提交的有关材料。

各社会服务机构（民办非企业单位）逾期未报送纸质材料的，视同不按照规定接受登记管理机关监督检查处理。

**（五）慈善组织年报专项信息报告。**已认定为慈善组织的社会服务机构（民办非企业单位）按照民政部要求通过“慈善中国”网站（cishan.chinanpo.gov.cn）报送年度专项信息报告。其中，已获得公益性捐赠税前扣除资格的社会组织，在如实填写公益慈善活动情况后，按要求报送经审计的上年度专项信息报告；首次确认公益性捐赠税前扣除资格的，按要求报送经审计的前两个年度专项信息报告。

四、年检结论和审查标准

年检结论分为“合格”、“基本合格”和“不合格”三种。年检结束，登记管理机关应当在《社会服务机构登记证书》（副本）上加盖年检结论戳记。社会服务机构更换登记证书，应当保留原有年检记录。

社会服务机构有下列情形之一，由登记管理机关责令改正，情节轻微的，确定为“基本合格”；情节严重的，确定为“不合格”:

（一）违反法律法规、国家政策和法人治理结构准则、信息公开、涉企收费、票据管理、公益创投（购买服务）、民间组织会计法、告诫约谈、抽查执法等管理制度情况。

（二）违反规定使用登记证书、印章或财务凭证的。

（三）本年度未开展业务活动，或者不按照章程规定进行活动的。

（四）无固定住所或必要的活动场所的。

（五）内部管理混乱、不能正常开展活动的。

（六）拒不接受或不按照规定接受登记管理机关监督检查或年检的。

（七）未按照规定办理变更登记，修改章程未按规定核准备案的。

（八）未按照规定办理理（监）事变动备案手续的。

（九）设立分支机构的。

（十）财务制度不健全，资金来源和使用违反有关规定的。

（十一）现有净资产低于国家有关行业主管部门规定的最低标准的。

（十二）侵占、私分、挪用社会服务机构的资产或者所接受的捐赠、资助的。

（十三）违反国家有关规定收取费用、筹集资金或者接受使用捐赠、资助的。

（十四）年检中隐瞒真实情况，弄虚作假的。

年度检查不合格的社会服务机构和未按时参加年度检查的社会服务机构，登记管理机关将视情节给予行政处罚。

 五、工作要求

**（一）信息公开**

1、社会组织应严格按照时限要求填报，对年度工作报告的合法性、真实性、完整性、准确性负责。报送截止日期前可进行补充或修改，报送时间截止后填报系统自动关闭。年度工作报告信息公开后，不能再进行补充或者修改。

2、社会组织通过系统报送的年度工作报告，将在“天津社会组织公共服务平台”公示，接受社会公众监督。社会组织同时可以通过本组织官方网站等其他便于公众查询的方式，主动向社会公开年度工作报告信息。同时年度检查的结论将在“天津市滨海新区民政局网”公告。

3、年度工作报告涉及的国家秘密、商业秘密、个人隐私等信息，不予公开。涉及商业秘密、个人隐私的，第三方同意公开或者登记管理机关认为不公开将对公共利益造成重大影响的，可以予以公开。

**（二）同步开展抽查检查工作**

按照《民政部关于印发<社会组织抽查暂行办法>的通知》（民发[2017]45号），区民政局将采取书面检查、实地核查、网络监测和委托第三方专业机构参与抽查工作等方式，重点检查社会组织的年度报告、信息公开、内部治理、财务状况、业务活动等情况（抽查比例不少于4%），并通过信息平台向社会公开抽查、检查结果，同时根据年检情况公示后的社会举报线索进行受理开展调查。

 对逾期报送年检报告和举报问题查实的社会服务机构（民办非企业单位），民政部门依照社会组织信用信息管理有关制度，将其列入社会组织信用信息“异常名录”；对发现填报的年检报告书有弄虚作假等行为的，依法予以严肃处理；对逾期未报送年检报告的，民政部门将依照《民办非企业单位登记管理条例》和社会组织信用信息管理有关制度，依法予以严肃处理。

**（三）监督管理**

　　业务主管单位要切实履行主管职责，对各社会服务机构（民办非企业单位）的年检材料进行认真审查，依法履行监管职责，如发现年度工作报告书内容存在违法违规问题，可向民政部门提出监管建议或执法要求。

六、注意事项

**（一）系统登录**

年检登录用户名为社会组织中文名称全称或者统一信用代码，初始密码为“yUfaXGFk”，请各填报人登陆后及时修改密码，再次登录“天津市统一身份认证平台”后， 进入填报界面，根据系统提示逐步完成所有表格的在线填报。

**（二）上传附件**

在“上传电子文件”栏中，上传以下附件：

1、社会服务机构（民办非企业单位）需打印《2020年度工作报告书》首页和年度工作报告承诺书。

2、会计师事务所上传的年度财务报告扫描版。

3、社会服务机构（民办非企业单位）有前置许可的,需扫描前置许可证副本并上传。

全部信息填报完成后，点击“上报”按钮上报。

**（二）业务咨询**

各社会服务机构（民办非企业单位）在参加年检过程中遇到问题，可通过以下方式咨询：

1、填报系统故障咨询：18602245205

2、会计师事务所账号取得：将营业执照正本图片、联系人姓名、联系方式发送至社会组织服务管理中心mzjshzzglzx@tjbh.gov.cn邮箱。

3、“天津市统一身份认证平台”人工服务电话：88355951

4、区民政局咨询电话：

刘军熙：65306091

邸宏毅：65306092

王丹：65306098

袁畅：65306089

堵文波、张琪、马丽、易晨光：65369748

孙世娜、秦薇、郭向飞、陈旭：65369742

**（三）工作群**

为方便各社会组织与登记管理机关沟通，区社会组织服务管理中心建立了社会服务机构（民办非企业单位）工作QQ群（429251234），请社会服务机构（民办非企业单位）负责人参加年检培训时加入，加入时请注明社会组织名称和联系电话。

**（四）2020年评估4A级以上免予审计**

在2020年社会组织评估中获得4A级以上（含4A）的社会服务机构（民办非企业单位），完成网上填报年度工作报告书后，可以免于进行财务审计。

     附件：1.社会服务机构财务审计报告模板

2.社会服务机构年报审计需提供资料

3. 法定代表人信息核查表

                             2021年5月21日

附件1

**社会服务机构财务审计报告**

**（单位名称）**

**2020年度**

**审计报告**

目  录

一、审计报告

二、资产负债表

三、业务活动表

四、现金流量表

五、会计报表附注

六、会计师事务所营业执照复印件

**审计报告**

                                                   （202 ）  号

**（单位名称）：**

        我们审计了贵单位后附的财务报表，包括2020年12月31日的资产负债表、2020年度的业务活动表和现金流量表以及会计报表附注。

**一、管理层对财务报表的责任**

    编制和公允列报是贵单位管理层的责任。这种责任包括：（1）按照《民间非营利组织会计制度》的规定编制财务报表，并使其实现公允反映；（2）设计、实施和维护必要的内部控制，以使财务报表不存在由于舞弊或错误而导致的重大错报。

**二、注册会计师的责任**

    我们的责任是在执行审计工作的基础上对财务报表发表审计意见。我们按照中国注册会计师审计准则的规定执行了审计工作。中国注册会计师审计准则要求我们遵守中国注册会计师职业道德守则，计划和执行审计工作以对财务报表是否不存在重大错报获取合理保证。

    审计工作涉及实施审计程序，以获取有关财务报表金额和披露的审计证据。选择的审计程序取决于注册会计师的判断，包括对由于舞弊或错误导致的财务报表重大错报风险的评估。在进行风险评估时，注册会计师考虑与财务报表编制和公允列报相关的内部控制，以设计恰当的审计程序，但目的并非对内部控制的有效性发表意见。审计工作还包括评价管理层选用会计政策的恰当性和作出会计估计的合理性，以及评价财务报表的总体列报。

    我们相信，我们获取的审计证据是充分、适当的，为发表审计意见提供了基础。

**三、基本情况**

贵单位统一社会信用代码               。登记证书有效期为       年      月       日至       年      月      日。法定代表人为            ，地址为                                                        ，业务主管单位为                      。

**四、财务状况**

1.贵单位截止2020年12月31日，资产总额为        元，其中：货币资金    元，对外投资           元，应收款项         元，其中：应收账款         元，其他应收款          元，固定资产原值            元，累计折旧            元，固定资产净值         元。

    2.贵单位截止2020年12月31日负债总额为       元。其中：流动负债      元。长期负债           元、受托代理负债           元。

    3.贵单位截止2020年12月31日净资产总额为            元，其中：限定性净资产           元，非限定性净资产            元。

净资产不低于开办资金。（净资产低于开办资金。于    年    月    日补足资金     元存入      支行。资金补足后净资产不低于开办资金     万元。）

4.贵单位2020年度收入           元，其中：捐赠收入            元，提供服务收入           元，商品销售收入          元，政府补助收入           元，投资收益           元，其他收入          元。

5.贵单位2020年度费用            元，其中：业务活动成本           元，管理费用          元，筹资费用          元，其他费用　       元。

6.贵单位开立    个银行存款账户，包括基本账户   个，一般账户   个存款账户。

7.贵单位执行《民间非营利组织会计制度》。

**五、审计意见**

经审计，我们发现天津\*\*\*\*\*存在以下问题：

未执行民间非营利组织会计制度；

净资产低于活动资金；

存在侵占、私分、挪用社会团体资产或分配盈余的行为；

违反规定使用票据；

未能规范建账；

财务收支未依法依规纳入单位法定账户；

固定资产未计提折旧；

长期应收账款/年末往来款情况超期未披露；

其他违反《会计法》、《民间非营利组织会计制度》和社会服务机构管理有关规定的行为。

（财务管理建议、财务问题整改情况等其他内容）

我们认为，该单位财务报表已经按照《民办非企业单位登记管理暂行条例》和《民间非营利组织会计制度》的规定编制，在所有重大方面公允反映了该单位2020年12月31日的财务状况以及2020年度的业务活动成果和现金流量。

                  中国注册会计师：

xxxxxxxxxxxxxx事务所

         （盖章）                              中国注册会计师：

中国·天津

2021年  月  日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| [资产负债表](D:/%E5%BE%AE%E4%BF%A1202004/Administrator/Desktop/%E5%B9%B4%E6%8A%A5%E9%80%9A%E7%9F%A5/%E5%8F%91%E6%96%87%E5%AE%9A%E7%A8%BF/%E9%99%84%E4%BB%B63-2%EF%BC%9A2019%E5%B9%B4%E7%A4%BE%E4%BC%9A%E6%9C%8D%E5%8A%A1%E6%9C%BA%E6%9E%84%E5%AE%A1%E8%AE%A1%E6%8A%A5%E5%91%8A%E6%A8%A1%E6%9D%BF - %E5%89%AF%E6%9C%AC.xls" \l "RANGE!B79) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 2020年12月31日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **编制单位：** | | | | |  | | |  | | | |  | | | |  | | | | | |  | | | | | 会民非01表  货币单位：人民币元 | | | | | | | | | | | |  |
| **资    产** | | | | | **行次** | | | **年初数** | | | | **期末数** | | | | **负债和净资产** | | | | | | **行次** | | | | | **年初数** | | | | **期末数** | | | | | | | |  |
| 流动资产： | | | | |  | | |  | | | |  | | | | 流动负债： | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| 货币资金 | | | | | 1 | | |  | | | |  | | | | 短期借款 | | | | | | 61 | | | | |  | | | |  | | | | | | | |  |
| 短期投资 | | | | | 2 | | |  | | | |  | | | | 应付款项 | | | | | | 62 | | | | |  | | | |  | | | | | | | |  |
| 应收款项 | | | | | 3 | | |  | | | |  | | | | 应付工资 | | | | | | 63 | | | | |  | | | |  | | | | | | | |  |
| 预付账款 | | | | | 4 | | |  | | | |  | | | | 应交税金 | | | | | | 65 | | | | |  | | | |  | | | | | | | |  |
| 存  货 | | | | | 8 | | |  | | | |  | | | | 预收账款 | | | | | | 66 | | | | |  | | | |  | | | | | | | |  |
| 待摊费用 | | | | | 9 | | |  | | | |  | | | | 预提费用 | | | | | | 71 | | | | |  | | | |  | | | | | | | |  |
| 一年内到期的长期债权投资 | | | | | 15 | | |  | | | |  | | | | 预计负债 | | | | | | 72 | | | | |  | | | |  | | | | | | | |  |
| 其他流动资产 | | | | | 18 | | |  | | | |  | | | | 一年内到期的长期负债 | | | | | | 74 | | | | |  | | | |  | | | | | | | |  |
| **流动资产合计** | | | | | **20** | | | **0.00** | | | | **0.00** | | | | 其他流动负债 | | | | | | 78 | | | | |  | | | |  | | | | | | | |  |
|  | | | | |  | | |  | | | |  | | | | **流动负债合计** | | | | | | **80** | | | | | **0.00** | | | | **0.00** | | | | | | | |  |
| 长期投资： | | | | |  | | |  | | | |  | | | |  | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| 长期股权投资 | | | | | 21 | | |  | | | |  | | | | 长期负债： | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| 长期债权投资 | | | | | 24 | | |  | | | |  | | | | 长期借款 | | | | | | 81 | | | | |  | | | |  | | | | | | | |  |
| **长期投资合计** | | | | | **30** | | | **0.00** | | | | **0.00** | | | | 长期应付款 | | | | | | 84 | | | | |  | | | |  | | | | | | | |  |
|  | | | | |  | | |  | | | |  | | | | 其他长期负债 | | | | | | 88 | | | | |  | | | |  | | | | | | | |  |
| 固定资产： | | | | |  | | |  | | | |  | | | | **长期负债合计** | | | | | | **90** | | | | | **0.00** | | | | **0.00** | | | | | | | |  |
| 固定资产原价 | | | | | 31 | | |  | | | |  | | | |  | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| 减：累计折旧 | | | | | 32 | | |  | | | |  | | | | 受托代理负债： | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| 固定资产净值 | | | | | 33 | | | 0.00 | | | | 0.00 | | | | 受托代理负债 | | | | | | 91 | | | | |  | | | |  | | | | | | | |  |
| 在建工程 | | | | | 34 | | |  | | | |  | | | |  | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| 文物文化资产 | | | | | 35 | | |  | | | |  | | | | **负债合计** | | | | | | **100** | | | | | **0.00** | | | | **0.00** | | | | | | | |  |
| 固定资产清理 | | | | | 38 | | |  | | | |  | | | |  | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| **固定资产合计** | | | | | **40** | | | **0.00** | | | | **0.00** | | | |  | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| 无形资产： | | | | |  | | |  | | | |  | | | |  | | | | | |  | | | | |  | | | |  | | | | | | | |  |
| 无形资产 | | | | | 41 | | |  | | | |  | | | | 净资产： | | | | | |  | | | | |  | | | |  | | | | | | | |  |
|  | | | | |  | | |  | | | |  | | | | 非限定性净资产 | | | | | | 101 | | | | |  | | | |  | | | | | | | |  |
| 受托代理资产： | | | | |  | | |  | | | |  | | | | 限定性净资产 | | | | | | 105 | | | | |  | | | |  | | | | | | | |  |
| 受托代理资产 | | | | | 51 | | |  | | | |  | | | | **净资产合计** | | | | | | **110** | | | | | **0.00** | | | | **0.00** | | | | | | | |  |
| **资产总计** | | | | | **60** | | | **0.00** | | | | **0.00** | | | | **负债和净资产总计** | | | | | | **120** | | | | | **0.00** | | | | **0.00** | | | | | | | |  |
| [业务活动表](D:/%E5%BE%AE%E4%BF%A1202004/Administrator/Desktop/%E5%B9%B4%E6%8A%A5%E9%80%9A%E7%9F%A5/%E5%8F%91%E6%96%87%E5%AE%9A%E7%A8%BF/%E9%99%84%E4%BB%B63-2%EF%BC%9A2019%E5%B9%B4%E7%A4%BE%E4%BC%9A%E6%9C%8D%E5%8A%A1%E6%9C%BA%E6%9E%84%E5%AE%A1%E8%AE%A1%E6%8A%A5%E5%91%8A%E6%A8%A1%E6%9D%BF - %E5%89%AF%E6%9C%AC.xls" \l "RANGE!B80) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 2020年12月31日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **编制单位：** | | | | | |  | | | |  | | | |  | | |  | | |  | | | | | | 会民非02表 | | | | | | | | | | | |  | |
|  | | | | | |  | | | |  | | | |  | | |  | | |  | | | | | | 货币单位：人民币元 | | | | | | | | | | | |  | |
| 项  目 | | | | | | 行次 | | | | 上年数 | | | | | | | | | | 本年累计数 | | | | | | | | | | | | | | | | | |  | |
| 非限定性 | | | | 限定性 | | | 合计 | | | 非限定性 | | | | | | 限定性 | | | | | | 合计 | | | | | |  | |
| 一、收  入 | | | | | |  | | | |  | | | |  | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | |
| 其中：捐赠收入 | | | | | | 1 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 会费收入 | | | | | | 2 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 提供服务收入 | | | | | | 3 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 商品销售收入 | | | | | | 4 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 政府补助收入 | | | | | | 5 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 投资收益 | | | | | | 6 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 其他收入 | | | | | | 9 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| **收入合计** | | | | | | **11** | | | | **0.00** | | | | **0.00** | | | **0.00** | | | **0.00** | | | | | | **0.00** | | | | | | **0.00** | | | | | |  | |
| 二、费  用 | | | | | |  | | | |  | | | |  | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | |
| （一）业务活动成本 | | | | | | 12 | | | | 0.00 | | | | 0.00 | | | 0.00 | | | 0.00 | | | | | | 0.00 | | | | | | 0.00 | | | | | |  | |
| 其中：人员费用 | | | | | | 13 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 日常费用 | | | | | | 14 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 固定资产折旧 | | | | | | 15 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| 业务活动税金及附加  （税费） | | | | | | 16 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| （二）管理费用 | | | | | | 21 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| （三）筹资费用 | | | | | | 24 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| （四）其他费用 | | | | | | 28 | | | |  | | | |  | | | 0.00 | | |  | | | | | |  | | | | | | 0.00 | | | | | |  | |
| **费用合计** | | | | | | **35** | | | | **0.00** | | | | **0.00** | | | **0.00** | | | **0.00** | | | | | | **0.00** | | | | | | **0.00** | | | | | |  | |
| 三、限定性净资产转为非限定性净资产 | | | | | | 40 | | | |  | | | |  | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | |
| **四、净资产变动额（若为净资产减少额，以“-”号填列）** | | | | | | **45** | | | | **0.00** | | | | **0.00** | | | **0.00** | | | **0.00** | | | | | | **0.00** | | | | | | **0.00** | | | | | |  | |
| **现金流量表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 2020年12月31日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | |  | | | | 会民非03表 | | | | | | | | | | | | | | |  | |
| **编制单位：** | | | | | | | | | | | | | | | | | | |  | | | | 货币单位：人民币元 | | | | | | | | | | | | | | |  | |
| 项  目 | | | | | | | | | | | | | | | | | | | 行次 | | | | 金  额 | | | | | | | | | | | | | | |  | |
| 一、业务活动产生的现金流量： | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | |  | |
| 接受捐赠收到的现金 | | | | | | | | | | | | | | | | | | | 1 | | | |  | | | | | | | | | | | | | | |  | |
| 收取会费收到的现金 | | | | | | | | | | | | | | | | | | | 2 | | | |  | | | | | | | | | | | | | | |  | |
| 提供服务收到的现金 | | | | | | | | | | | | | | | | | | | 3 | | | |  | | | | | | | | | | | | | | |  | |
| 销售商品收到的现金 | | | | | | | | | | | | | | | | | | | 4 | | | |  | | | | | | | | | | | | | | |  | |
| 政府补助收到的现金 | | | | | | | | | | | | | | | | | | | 5 | | | |  | | | | | | | | | | | | | | |  | |
| 收到的其他与业务活动有关的现金 | | | | | | | | | | | | | | | | | | | 8 | | | |  | | | | | | | | | | | | | | |  | |
| **现金流入小计** | | | | | | | | | | | | | | | | | | | **13** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| 提供捐赠或者资助支付的现金 | | | | | | | | | | | | | | | | | | | 14 | | | |  | | | | | | | | | | | | | | |  | |
| 支付给员工以及为员工支付的现金 | | | | | | | | | | | | | | | | | | | 15 | | | |  | | | | | | | | | | | | | | |  | |
| 购买商品、接受服务支付的现金 | | | | | | | | | | | | | | | | | | | 16 | | | |  | | | | | | | | | | | | | | |  | |
| 支付的其他与业务活动有关的现金 | | | | | | | | | | | | | | | | | | | 19 | | | |  | | | | | | | | | | | | | | |  | |
| **现金流出小计** | | | | | | | | | | | | | | | | | | | **23** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| **业务活动产生的现金流量净额** | | | | | | | | | | | | | | | | | | | **24** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| 二、投资活动产生的现金流量： | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | |  | |
| 收回投资所收到的现金 | | | | | | | | | | | | | | | | | | | 25 | | | |  | | | | | | | | | | | | | | |  | |
| 取得投资收益所收到的现金 | | | | | | | | | | | | | | | | | | | 26 | | | |  | | | | | | | | | | | | | | |  | |
| 处置固定资产和无形资产所收回的现金 | | | | | | | | | | | | | | | | | | | 27 | | | |  | | | | | | | | | | | | | | |  | |
| 收到的其他与投资活动有关的现金 | | | | | | | | | | | | | | | | | | | 30 | | | |  | | | | | | | | | | | | | | |  | |
| **现金流入小计** | | | | | | | | | | | | | | | | | | | **34** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| 购建固定资产和无形资产所支付的现金 | | | | | | | | | | | | | | | | | | | 35 | | | |  | | | | | | | | | | | | | | |  | |
| 对外投资所支付的现金 | | | | | | | | | | | | | | | | | | | 36 | | | |  | | | | | | | | | | | | | | |  | |
| 支付的其他与投资活动有关的现金 | | | | | | | | | | | | | | | | | | | 39 | | | |  | | | | | | | | | | | | | | |  | |
| **现金流出小计** | | | | | | | | | | | | | | | | | | | **43** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| **投资活动产生的现金流量净额** | | | | | | | | | | | | | | | | | | | **44** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| 三、筹资活动产生的现金流量： | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | |  | |
| 借款所收到的现金 | | | | | | | | | | | | | | | | | | | 45 | | | |  | | | | | | | | | | | | | | |  | |
| 收到的其他与筹资活动有关的现金 | | | | | | | | | | | | | | | | | | | 48 | | | |  | | | | | | | | | | | | | | |  | |
| **现金流入小计** | | | | | | | | | | | | | | | | | | | 50 | | | | 0.00 | | | | | | | | | | | | | | |  | |
| 偿还借款所支付的现金 | | | | | | | | | | | | | | | | | | | 51 | | | |  | | | | | | | | | | | | | | |  | |
| 偿付利息所支付的现金 | | | | | | | | | | | | | | | | | | | 52 | | | |  | | | | | | | | | | | | | | |  | |
| 支付的其他与筹资活动有关的现金 | | | | | | | | | | | | | | | | | | | 55 | | | |  | | | | | | | | | | | | | | |  | |
| **现金流出小计** | | | | | | | | | | | | | | | | | | | **58** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| **筹资活动产生的现金流量净额** | | | | | | | | | | | | | | | | | | | **59** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| **四、汇率变动对现金的影响额** | | | | | | | | | | | | | | | | | | | **60** | | | |  | | | | | | | | | | | | | | |  | |
| **五、现金及现金等价物净增加额** | | | | | | | | | | | | | | | | | | | **61** | | | | **0.00** | | | | | | | | | | | | | | |  | |
| **会计报表附注** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 截止 2020年12月31日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| （除特别说明，以人民币元表述） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| **一、单位基本情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 单位名称： | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 法定代表人（负责人） | | | | | | | | |  | | | | | | | | | | | | 财务负责人 | | | | | | |  | | | | | |  | |  | | | |
| 银行存款基本账户开户银行名称 | | | | | | | | |  | | | | | | | | | | | | 财务人员人数 | | | | | | |  | | | | | |  | |  | | | |
| 银行存款基本账户账号 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 办公地址 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 统一社会信用代码 | | |  | | | | | | | | | | | | 登记日期 | | | | | | | | | |  | | | | | | | | |  | |  | | | |
| 登记的开办资金 | | |  | | | | | | | | | | | | 业务主管单位 | | | | | | | | | |  | | | | | | | | |  | |  | | | |
| **二、财务报表主要项目注释** | | | | | | | | | | |  | | | |  | | | | | |  | | | |  | | |  | | | | |  | |  | | |  | |
| **1.货币资金** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | |  | |
| 货币资金种类 | | | 币种 | | | | | | 年初账面余额 | | | | | | 年末账面余额 | | | | | | | | | | | | | | | | | |  | | | | | | |
| 现金 | | | 人民币 | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | |
| 银行存款 | | | 人民币 | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | |
| 其中： | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | | |  | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | |
| **合  计** | | | **----** | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | |
| **2.应收款项** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 往来单位名称 | | | | | | | | | | | | | | | 年初余额 | | | | | | | | | | 年末余额 | | | | | | | |  | | | | | | |
| 应收账款小计： | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | |
| 其中： | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | |
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| 其他应收款小计： | | | | | | | | | | | | | | |  | | | | | | | | | |  | | |  | | | | |  | | | | | | |
| 其中： | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | |
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| **合  计** | | | | | | | | | | | | | | | - | | | | | | | | | | - | | | | | | | |  | | | | | | |
| **3.短期投资** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 项    目 | | | | | | | | | | | 期初余额 | | | | | | | | | | 期末余额 | | | | | | | | | | | |  | | | | | | |
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| **合计** | | | | | | | | | | | - | | | | | | | | | | - | | | | | | | | | | | |  | | | | | | |
| **4.长期投资** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 项    目 | | | | | | | | | | | 期初余额 | | | | | | | | | | 期末余额 | | | | | | | | | | | |  | | | | | | |
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| **合计** | | | | | | | | | | | - | | | | | | | | | | - | | | | | | | | | | | |  | | | | | | |
| **5.预收账款** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 项    目 | | | | | | | | | | | 期初余额 | | | | | | | | | | 期末余额 | | | | | | | | | | | |  | | | | | | |
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| **合计** | | | | | | | | | | | - | | | | | | | | | | - | | | | | | | | | | | |  | | | | | | |
| **6.待摊费用** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 项    目 | | | | | | | | | | | 期初余额 | | | | | | | | | | 期末余额 | | | | | | | | | | | |  | | | | | | |
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| **合计** | | | | | | | | | | | - | | | | | | | | | | - | | | | | | | | | | | |  | | | | | | |
| **7.固定资产** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 项    目（净值） | | | | | | | | | | | 期初余额 | | | | | | | | | | 期末余额 | | | | | | | | | | | |  | | | | | | |
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| **合计** | | | | | | | | | | | - | | | | | | | | | | - | | | | | | | | | | | |  | | | | | | |
| **8.应付款项** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 往来单位名称 | | | | | | | | | | | | | | | 年初余额 | | | | | | | | | | 年末余额 | | | | | | | |  | | | | | | |
| 应付账款小计： | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | |
| 其中： | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | |
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| 其他应付款小计： | | | | | | | | | | | | | | |  | | | | | | | | | |  | | |  | | | | |  | | | | | | |
| 其中： | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | |
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| **合  计** | | | | | | | | | | | | | | | - | | | | | | | | | | - | | | | | | | |  | | | | | | |
| **9.净资产** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 项目 | | | | 年初账面  余额 | | | | | | | 本年增加 | | | | | | | | | | 本年减少 | | | | | | | 年末账面余额 | | | | | |  | |  | | | |
| 限定性净资产 | | | |  | | | | | | |  | | | | | | | | | |  | | | | | | |  | | | | | |  | |  | | | |
| 非限定性净资产 | | | |  | | | | | | |  | | | | | | | | | |  | | | | | | |  | | | | | |  | |  | | | |
| **合计** | | | |  | | | | | | |  | | | | | | | | | |  | | | | | | |  | | | | | |  | |  | | | |
| **10.捐赠收入** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 项    目 | | | 捐赠单位 | | | | | | | | | | | | 金额 | | | | | | | | | | | | | 用途 | | | | | |  | |  | | | |
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| **合计** | | |  | | | | | | | | | | | | - | | | | | | | | | | | | |  | | | | | |  | |  | | | |
| **11.提供服务收入（明细如下）：**   |  |  |  |  | | --- | --- | --- | --- | | 类别 | 服务内容 | 本年发生额 |  | | 限定性 |  |  |  | |  |  |  |  | | 非限定性 |  |  |  | |  |  |  |  | | **合计** |  | - |  |     **12.政府购买服务项目收入** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 项目名称 | | 项目  负责人 | | | | | 项目负责人  所在单位 | | | | | | 资金来源 | | | | | 用途 | | | | | | 金额 | | | | | 实施  周期 | | | |  | | | | | | |
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| **合计** | |  | | | | |  | | | | | |  | | | | |  | | | | | | - | | | | |  | | | |  | | | | | | |
| **13.境外资金投入** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 投入名称 | | | 投入时间 | | | | | | | | | | | | 金额 | | | | | | | | | | | | | 用途 | | | | | |  | |  | | | |
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| **合计** | | |  | | | | | | | | | | | | - | | | | | | | | | | | | |  | | | | | |  | |  | | | |
| **14.业务活动成本（明细如下）：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |
| 项目 | | | | | | | | | 本年发生额 | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
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| **合计** | | | | | | | | | **-** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **其中：政府购买服务项目支出** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| 项目名称 | | | 支出内容 | | | | | | | | | | | | 金额 | | | | | | | | | | | | | 备注 | | | | | |  | | | | | |
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| **合计** | | |  | | | | | | | | | | | | - | | | | | | | | | | | | |  | | | | | |  | | | | | |
| **14.管理费用（明细如下）：** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
| 项目（按照本单位二级科目填写） | | | | | | | | | 本年发生额 | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 工资 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 奖金 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 住房公积金 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 社会保障费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 离退休人员工资与补助 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 办公费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 水电费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 邮电费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 物业管理费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 差旅费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 折旧费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 修理费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 租赁费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| 无形资产摊销费 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **合计** | | | | | | | | | **-** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **三、负责人和工作人员获得的薪金等报酬情况的说明** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
| 1、理事会成员的数量、变动情况及获得的薪金等报酬情况的说明 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
| 序号 | 姓名 | | | | | | | | 理事会职务 | | | | | | 报酬金额 | | | | | | | | | | 工作单位及职务 | | | | | | | | |  | | |  | | |
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| 2、列示领取报酬的工作人员名单及领取报酬的金额。（含支付的劳务费） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
| 姓名 | | | | | | | | | 专/兼职 | | | | | | 本年发生 | | | | | | | | | | 备注 | | | | | | | | |  | | |  | | |
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| **四、固定资产清查明细表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
| 名称（原值） | | | | | | | | | 数量 | | | | | | 金额 | | | | | | | | | | | | | | | | | |  | | | | | | |
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| **合计** | | | | | | | | |  | | | | | | **-** | | | | | | | | | | | | | | | | | |  | | | | | | |
| **五、需要说明的其他事项** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 请在此处说明该单位需要说明的其他事项或注明该单位无需要说明的其他事项 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |
| 上述2020年度会计报表和会计报表有关附注，系我们按《民间非营利组织会计制度》编制。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
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| **社会服务机构名称** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
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| **社会服务机构负责人：（签字）** | | | | | | | | | | |  | | | | **社会服务机构财务负责人：（签字）** | | | | | | | | | | | | | | | | | | |  | | |  | | |
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| 日期： | 2021  年   月日 | | | | | | | |  | |  | | | | 日期： | | | | | | 2021 年   月  日 | | | | | | | | |  | | | |  | | |  | | |
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附件2

社会服务机构年报审计需提供资料

1.登记证书（法人）副本、基本账户许可证及税务登记证、办学许可证等相关证照；

2.2020年12月31日资产负债表、年度业务活动表、现金流量表、会计报表附注；

3.2020年会计账簿（包括现金账、银行账、总账及明细账）；

4.2020年全年会计记账凭证，末级科目余额表；

5.现金盘点表、2020年银行对账单、余额调节表、存货盘点表、固定资产盘点表（车证、房产证复印件）、对外投资有关证明、长期挂账往来形成、应收款、应付款明细（需注明账龄）；

6.2020年流转税、所得税年度纳税申报表（或者网上申报回执）、减免税文件；

7.验资报告、上年审计报告、收费许可证、财务管理制度、理事成员名单、在理事会中的职务、实际工作单位及职务、领取酬资报酬总额；

8.其他资料；

   注：第1、5、6、7提供复印件并加盖公章，第2、3、4项提供原件，第2项需加盖公章。

附件3

法定代表人信息核查表

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| 姓名 |  | | 性别 | | | | |  | | | 政治面貌 | | |  |
| 民族 |  | | 学历 | | | | |  | | | 学位 | | |  |
| 身份证号 |  | | | | | 联系电话 | | | |  | | | | |
| 档案  存放单位 |  | | | | | 档案存放地  联系电话 | | | |  | | | | |
| 社险  缴费单位 |  | | | | | 社险关系  所在地 | | | |  | | | | |
| 人事关系  所在地 |  | | | | | | | | | | | | | |
| 党员信息 | 组织关系  所在地 | | | |  | | | | | | | | | |
| 入党时间 | | | |  | | | | 预备党员  转正支部 | | | |  | |
| 证明人姓名 | | | |  | | | | 证明人  联系电话 | | | |  | |
| 何年何月何人介绍加入  民主党派，何时转正 | | | | |  | | | | | | | | | |
| 学习经历 | | | | | | | | | | | | | | |
| 起止年月 | | 院校及系、专业 | | | | | 毕（结、肄）业 | | | | | 证明人 | | |
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| 工作经历 | | | | | | | | | | | | | | |
| 起止年月 | | | | 单位及职务 | | | | | | 证明人 | | | | |
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| 当选人民代表大会、政治协商会议、中国共产党及民主党派、  群众团体代表大会代表、委员等情况 | | | | | | | | | | | | | | |
| 何年何月 | | | | 会议名称 | | | | | | 身份及职务 | | | | |
|  | | | |  | | | | | |  | | | | |
|  | | | |  | | | | | |  | | | | |
| 何时何地  受过何种  奖励或处分 |  | | | | | | | | | | | | | |
| 其他需注明情况 |  | | | | | | | | | | | | | |
| 本人承诺 | 一、本人填写的各项报考信息全部真实有效。  二、因提供虚假信息所产生的一切后果均由本人负责。      签名：\_\_\_\_\_\_   \_\_\_\_    年     月     日 | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

填写说明：

1.社险关系所在地书写格式为：XX市XX区；

2.学习经历一栏，从初中开始填写，含全日制教育及在职教育情况；

3.工作经历一栏，从全日制教育毕业之日开始填写，含兼职工作情况。