

黃永善會計師行
M. S. Wong & Co.

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INDEPENDENT AUDITORS' ASSURANCE REPORT
TO THE DIRECTORS OF THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT
中華基督教會合一堂社會服務部 ("THE COMPANY")

We have audited the financial statements of the Company for the year ended 31st March 2024 in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"), and have issued an unmodified auditors' report thereon dated 14th October 2024.

Pursuant to the Lump Sum Grant ("LSG") Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region ("SWD"), we have been requested to issue this assurance report in connection with the Annual Financial Report ("AFR") of the Company for the year ended 31st March 2024.

Responsibilities of the Directors

In relation to this report, the Directors are responsible for ensuring the AFR of the Company for the year ended 31st March 2024 is properly prepared in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD; and the use of the funds from the LSG by the Company has complied with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Our Independence and Quality Management

We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the HKICPA, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Hong Kong Standard on Quality Management 1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Auditors' Responsibility

Our responsibility is to form a conclusion, based on our engagement, and to report our conclusion to you.

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other than Audits or Reviews of Historical Financial Information and with reference to Practice Note 851 (Revised), Reporting on the Annual Financial Reports of Non-governmental Organisations issued by the HKICPA. We have planned and performed our work to obtain reasonable assurance for giving conclusion 1 and obtain limited assurance for giving conclusion 2 below.

The work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

INDEPENDENT AUDITORS' ASSURANCE REPORT (CONT'D)
TO THE DIRECTORS OF THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT
中華基督教會合一堂社會服務部 ("THE COMPANY")

Auditors' Responsibility (Cont'd)

In relation to our conclusion 1 below, we have planned and performed such procedures as we considered necessary with reference to the procedures recommended in PN 851 (Revised), to satisfy ourselves that the AFR has been properly prepared, in all material respects, in accordance with relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.

In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to search for instances of the use of funds from the LSG by the Company being non-complied with the specified purposes. Our work was limited to reporting non-compliances identified as a result of the procedures performed in relation to conclusion 2 and during the normal course of our work relating to conclusion 1. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.


Conclusion

1. In our opinion, the AFR of the Company for the year ended 31st March 2024 is properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.
2. Based on the procedures performed and evidence obtained, nothing has come to our attention that causes us to believe that the use of the funds from the LSG by the Company has not complied, in all material respects, with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Intended Users and Purpose

This report is intended solely for submission by the Company to the SWD and is not intended to be, and should not be, used for any other purpose. We agree that a copy of this report may be provided to the SWD without further comment from us.

Hong Kong, 14th October 2024


W. S. Wong & Co.
Certified Public Accountants

中華基督教會合一堂社會服務部
THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

ANNUAL FINANCIAL REPORT

FOR THE PERIOD FROM 1ST APRIL 2023 TO 31ST MARCH 2024

(Expressed in Hong Kong Dollars)

	<u>Note</u>	<u>2023-24</u>	<u>2022-23</u>
		\$	\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	2b	5,725,551.00	5,244,438.00
b. Provident Fund	2c	361,747.00	331,722.00
2. Fee Income	3	24,402.00	33,810.00
3. Central Items	4	-	-
4. Rent and Rates	5	38,585.00	35,402.00
5. Other Income	6	293,153.00	94,929.00
6. Interest Received		<u>25,241.17</u>	<u>2,119.60</u>
TOTAL INCOME		<u>6,468,679.17</u>	<u>5,742,420.60</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		3,547,216.51	3,124,788.12
b. Provident Fund	2c	386,693.41	175,863.21
c. Allowances		<u>-</u>	<u>-</u>
Sub-total	7	3,933,909.92	3,300,651.33
2. Other Charges	8	2,405,945.13	2,150,499.39
3. Central Items	4	-	-
4. Rent and Rates	5	<u>40,783.00</u>	<u>28,398.43</u>
TOTAL EXPENDITURE		<u>6,380,638.05</u>	<u>5,479,549.15</u>
C. SURPLUS FOR THE YEAR	9	<u>88,041.12</u>	<u>262,871.45</u>

The Annual Financial Report from pages 1 to 23 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

Chairman

Date : 14th October 2024

Director

Date : 14th October 2024

中華基督教會合一堂社會服務部
THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

1. General

The elderly centre operation for the period from 1st April 2023 to 30th November 2023 was undertaken by The Church of Christ in China Hop Yat Church Neighbourhood Elderly Centre 中華基督教會合一堂耆年中心 and is taken up by The Church of Christ in China Hop Yat Church Social Service Department 中華基督教會合一堂社會服務部 starting from 1st December 2023.

2. Lump Sum Grant

(a) Basis of Preparation

The Annual Financial Report (AFR) is prepared in respect of all Funding and Service Agreement (FSA) services (including support services to FSA services) funded by the Social Welfare Department under the Lump Sum Grant Subvention System. AFR is prepared on cash basis, that is, income is recognised upon receipt of cash and expenditure is recognised when expenses are paid. Non-cash items such as depreciation, provisions and accruals have not been included in the AFR.

(b) Lump Sum Grant (excluding Provident Fund)

This represents Lump Sum Grant (LSG) (excluding Provident Fund) received for the year.

<u>Service Unit</u>	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
Unit 0174	3,652,016.00	5,297,411.00
Unit 0A58	1,826,146.00	-
Unit AA69	-	(52,973.00)
Unit AH29	<u>247,389.00</u>	<u>-</u>
	5,725,551.00	5,244,438.00
	=====	=====

(c) Provident Fund

This is Provident Fund received and contributed during the year.

Snapshot Staff are defined as those staff occupying recognised or holding against subvented posts as at 1 April 2000.

6.8% and other posts represent those staff that are employed after 1 April 2000.

The Provident Fund received and contributed for staff under the Central Items which are separately included as part of the income and expenditure of the relevant disclosures have been shown under Note 4.

中華基督教會合一堂社會服務部
THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

2. Lump Sum Grant (Cont'd)

(c) Provident Fund (Cont'd)

Details are analysed below :-

	<u>Snapshot Staff</u>	<u>6.8% and Other Posts</u>	<u>2023-24</u>	<u>2022-23</u>
	\$	\$	\$	\$
<u>Subvention received</u>				
Unit 0174	-	231,408.00	231,408.00	335,073.00
Unit 0A58	-	115,743.00	115,743.00	-
Unit AA69	-	-	-	(3,351.00)
Unit AH29	-	<u>14,596.00</u>	<u>14,596.00</u>	-
	-	<u>361,747.00</u>	<u>361,747.00</u>	<u>331,722.00</u>
<u>Provident Fund Contributions paid during the year</u>				
Unit 0174	-	302,980.44	302,980.44	175,863.21
Unit 0A58	-	<u>83,712.97</u>	<u>83,712.97</u>	-
	-	<u>386,693.41</u>	<u>386,693.41</u>	<u>175,863.21</u>
Surplus / (deficit) for the year	-	(24,946.41)	(24,946.41)	155,858.79
<u>Add : Surplus brought forward</u>	-	733,184.73	733,184.73	577,325.94
Additional subvention received for previous year(s)	-	-	-	-
<u>Less : Refund to Government</u>	-	-	-	-
Surplus carried forward	-	708,238.32	708,238.32	733,184.73
	=====	=====	=====	=====

中華基督教會合一堂社會服務部
THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

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(Expressed in Hong Kong Dollars)

3. Fee Income

This represents social welfare fee income received for the year in respect of the fees and charges recognised for the purpose of subvention as set out in the Lump Sum Grant Manual (LSG Manual).

Details are analysed below :-

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
Membership Fee	24,402.00	33,810.00
	=====	=====

4. Central Items

These are subvented service activities which are not included in LSG and are subject to their own procedures as set out in other SWD's papers and correspondence with the Company. The Provident Fund received and contributed for staff under the Central Items have been separately included as part of the income and expenditure of the relevant items (paragraph 3.14 of the LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows :-

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
a. Income		
Dementia Supplement for Elderly with Disabilities	-	-
Infirmity Care Supplement for the Aged Blind Persons	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmity Care Supplement for Residential Elderly Services	-	-
Foster Care Allowance / One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance	-	-
After School Care Programme - Fee Waiving Subsidy Scheme	-	-
	-----	-----
Balance carried forward	-	-

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HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

4. Central Items (Cont'd)

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
a. Income (Cont'd)		
Balance brought forward	-	-
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	-	-
NSCCP - Subsidy for Fee Reduction / Waiving	-	-
NSCCP - Subsidy for Incentive Payment	-	-
NSCCP - Rent and Rates	-	-
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy Programmes	-	-
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	-	-
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme	-	-
Navigation Scheme for Young Persons in Care Services - Operating Expenses	-	-
Navigation Scheme for Young Persons in Care Services - Training Cost	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - Salary and Provident Fund	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - Other Charges	-	-
Short-term Food Assistance Service Teams - Food Cost	-	-
Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area	-	-
Balance carried forward	-	-

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THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

4. Central Items (Cont'd)

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
a. Income (Cont'd)		
Balance brought forward	-	-
After School Care Programme for Pre-primary Children		
[ASCP(PC)] Contract Subsidy	-	-
ASCP(PC) Fee Subsidy	-	-
ASCP(PC) Rent and Rates	-	-
Time-defined Service Contract of Social Work Service for Pre-primary Institutions		
- Allocation	-	-
- Rent and Rates	-	-
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	-	-
Travelling Subsidy of the Designated Hotline for Carer Support (Carer Hotline)	-	-
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities	-	-
Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	-	-
Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre	-	-
One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	-	-
Temporary Financial Aid under Care and Support Networking Team	-	-
Emergency Fund for NGOs Operating Integrated Services Team for Street Sleepers	-	-
Time-defined Subsidy Scheme for Extended Hours Service Users	-	-
Short-term Rental Assistance for Discharged Prisoners	-	-
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities	-	-
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
Total	-	-

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THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

4. Central Items (Cont'd)

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
b. Expenditure		
Dementia Supplement for Elderly with Disabilities	-	-
Infirmity Care Supplement for the Aged Blind Persons	-	-
Dementia Supplement for Residential Elderly Services	-	-
Infirmity Care Supplement for Residential Elderly Services	-	-
Foster Care Allowance / One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance	-	-
After School Care Programme - Fee Waiving Subsidy Scheme	-	-
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	-	-
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	-	-
NSCCP - Subsidy for Fee Reduction / Waiving	-	-
NSCCP - Subsidy for Incentive Payment	-	-
NSCCP - Rent and Rates	-	-
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy Programmes	-	-
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	-	-
Financial Incentive Scheme for Mentors of Employees with Disabilities	-	-
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme	-	-
Navigation Scheme for Young Persons in Care Services - Operating Expenses	-	-
Navigation Scheme for Young Persons in Care Services - Training Cost	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre	-	-
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - Salary and Provident Fund	-	-
Balance carried forward	-	-

中華基督教會合一堂社會服務部
THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

4. Central Items (Cont'd)

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
b. Expenditure (Cont'd)		
Balance brought forward	-	-
Time-defined Allocation of Ethnic Minority District Ambassador Posts - Other Charges	-	-
Short-term Food Assistance Service Teams - Food Cost	-	-
Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area	-	-
After School Care Programme for Pre-primary Children [ASCP(PC)] Contract Subsidy	-	-
ASCP(PC) Fee Subsidy	-	-
ASCP(PC) Rent and Rates	-	-
Time-defined Service Contract of Social Work Service for Pre-primary Institutions		
- Allocation	-	-
- Rent and Rates	-	-
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	-	-
Travelling Subsidy of the Designated Hotline for Carer Support (Carer Hotline)	-	-
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities	-	-
Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	-	-
Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre	-	-
One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	-	-
Temporary Finance Aid under Care and Support Networking Team - Other Charges	-	-
Emergency Fund for NGOs Operating Integrated Service Team for Street Sleepers	-	-
Balance carried forward	-	-

中華基督教會合一堂社會服務部
THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

4. Central Items (Cont'd)

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
b. Expenditure (Cont'd)		
Balance brought forward	-	-
Time-defined Subsidy Scheme for Extended Hours Service Users	-	-
Short-term Rental Assistance for Discharge Prisoners	-	-
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities	-	-
Time-defined Subsidy Scheme for Occasional Child Care Services	<u>-</u>	<u>-</u>
Total	- =====	- =====

5. Rent and Rates

This represents the amount paid by Social Welfare Department (SWD) in respect of premises recognised by SWD. Expenditure on rent and rates in respect of premises not recognised by SWD have not been included in AFR.

	<u>Rent and other rental items</u>	<u>Rates</u>	<u>2023-24</u>	<u>2022-23</u>
	\$	\$	\$	\$
<u>Subvention received</u>				
Unit 7866	18,830.00	11,898.00	30,728.00	35,402.00
Unit AH29	<u>3,889.00</u>	<u>3,968.00</u>	<u>7,857.00</u>	<u>-</u>
	<u>22,719.00</u>	<u>15,866.00</u>	<u>38,585.00</u>	<u>35,402.00</u>
<u>Actual expenditure</u>				
Unit 7866	14,581.00	14,875.00	29,456.00	28,398.43
Unit AH29	<u>5,702.00</u>	<u>5,625.00</u>	<u>11,327.00</u>	<u>-</u>
	<u>20,283.00</u>	<u>20,500.00</u>	<u>40,783.00</u>	<u>28,398.43</u>
Surplus / (deficit) for the year	<u>2,436.00</u> =====	<u>(4,634.00)</u> =====	<u>(2,198.00)</u> =====	<u>7,003.57</u> =====

中華基督教會合一堂社會服務部
THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

6. Other Income

This includes programme income and all income other than recognised social welfare fee income received during the year. Non-SWD subventions and donations received have not be included as Other Income in AFR. In this respect, donations have been included if it is used to finance expenditure of the FSA services / FSA-related activities reflected in the AFR.

The breakdown on Other Income is as follows :-

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
Other Income		
(a) Programme income	-	-
(b) Production income	-	-
(c) Donation	-	-
(d) Income from Other Activities	284,338.00	94,929.00
(e) Utilised allocation under Central Items (CI) :		
After School Care Programme (ASCP) / Enhanced		
ASCP / ASCP (PC) - Fee Waiving Subsidy Scheme		
(FWSS) which forms as part of Other Income *	-	-
(f) Reimbursement of Maternity Leave Pay (RMLP)		
Scheme reimbursement received	-	-
(g) Miscellaneous income	<u>8,815.00</u>	<u>-</u>
Sub-total	293,153.00	94,929.00
<u>Less</u> : Utilised allocation under CI : ASCP /		
Enhanced ASCP / ASCP (PC) - FWSS which		
forms as part of Other Income *	<u>-</u>	<u>-</u>
Total	<u>293,153.00</u>	<u>94,929.00</u>

* For those programmes which are regarded as FSA services / FSA-related activities only

中華基督教會合一堂社會服務部
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NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

7. Personal Emoluments

Personal Emoluments include salary, provident fund and salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over \$700,000 each paid under LSG is appended below :-

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No of Posts</u>	<u>2023-24</u>	<u>2022-23</u>
		\$	\$
HK\$700,001 - HK\$800,000 p.a.	-	-	-
HK\$800,001 - HK\$900,000 p.a.	-	-	-
HK\$900,001 - HK\$1,000,000 p.a.	-	-	-
HK\$1,000,001 - HK\$1,100,000 p.a.	-	-	-
HK\$1,100,001 - HK\$1,200,000 p.a.	-	-	-
>HK\$1,200,000 p.a.	-	-	-
	=====	=====	=====
	-	-	-
	=====	=====	=====

中華基督教會合一堂社會服務部
THE CHURCH OF CHRIST IN CHINA
HOP YAT CHURCH SOCIAL SERVICE DEPARTMENT

NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

8. Other Charges

The breakdown of other charges are as follows :-

	<u>2023-24</u>	<u>2022-23</u>
	\$	\$
Other charges		
(a) Utilities	102,219.80	96,989.20
(b) Food	-	-
(c) Administrative Expenses	712,426.02	1,089,156.31
(d) Stores and Equipment	98,413.00	30,860.00
(e) Repairs and Maintenance	142,627.00	221,488.00
(f) Special Allowances	-	-
(g) Programme Expenses	1,255,932.40	610,370.50
(h) Transportation and Travelling	6,220.10	5,509.60
(i) Insurance	83,758.91	91,877.78
(j) Miscellaneous	<u>4,347.90</u>	<u>4,248.00</u>
Sub-total	2,405,945.13	2,150,499.39
<u>Less</u> : Utilised allocation under CI : ASCP / Enhanced ASCP / ASCP (PC) - FWSS * which forms as part of Other Income	<u>-</u>	<u>-</u>
Total	<u><u>2,405,945.13</u></u>	<u><u>2,150,499.39</u></u>

* For those programmes which are regarded as FSA services / FAS-related activities only

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NOTES TO THE ANNUAL FINANCIAL REPORT

(Expressed in Hong Kong Dollars)

9. Analysis of Lump Sum Grant Reserve and Balances of Other SWD Subventions

	Lump Sum Grant (LSG)	Holding Accounts (HA)	Adjustment for utilised allocation under ASCP / Enhanced ASCP / ASCP (PC) - FWSS	Rent and Rates	Central Items (CI)	Total
	\$	\$	\$	\$	\$	\$
Income						
Lump Sum Grant	6,087,298.00	-	-	-	-	6,087,298.00
Fee Income	24,402.00	-	-	-	-	24,402.00
Other Income	293,153.00	-	-	-	-	293,153.00
Interest Received (Note (1))	25,241.17	-	-	-	-	25,241.17
Rent and Rates	-	-	-	38,585.00	-	38,585.00
Central Items	-	-	-	-	-	-
Total Income (a)	<u>6,430,094.17</u>	-	-	<u>38,585.00</u>	-	<u>6,468,679.17</u>
Expenditure						
Personal						
Emoluments	3,933,909.92	-	-	-	-	3,933,909.92
Other Charges	2,405,945.13	-	-	-	-	2,405,945.13
Rent and Rates	-	-	-	40,783.00	-	40,783.00
Central Items	-	-	-	-	-	-
Total Expenditure (b)	<u>6,339,855.05</u>	-	-	<u>40,783.00</u>	-	<u>6,380,638.05</u>

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9. Analysis of Lump Sum Grant Reserve and Balances of Other SWD Subventions (Cont'd)

	Lump Sum Grant (LSG)	Holding Accounts (HA)	Adjustment for utilised allocation under ASCP / Enhanced ASCP (PC) - FWSS	Rent and Rates	Central Items (CI)	Total
	\$	\$	\$	\$	\$	\$
Surplus / (deficit) for the year (a) - (b)	90,239.12	-	-	(2,198.00)	-	88,041.12
<u>Less</u> : (Surplus) / deficit of Provident Fund	<u>24,946.41</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,946.41</u>
	115,185.53	-	-	(2,198.00)	-	112,987.53
Surplus / (deficit) brought forward (Note (2))	1,348,599.55	-	-	(9,208.08)	-	1,339,391.47
<u>Add</u> : Refund from Government	-	-	-	1,711.60	-	1,711.60
<u>Less</u> : Refund to Government	<u>(29,777.67)</u>	<u>-</u>	<u>-</u>	<u>(7,366.00)</u>	<u>-</u>	<u>(37,143.67)</u>
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note (3))	-	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP / ASCP (PC) - FWSS* (over-estimated) / under-estimated in previous year(s)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Surplus / (deficit) carried forward (Note (4))	<u>1,434,007.41</u>	<u>-</u>	<u>-</u>	<u>(17,060.48)</u>	<u>-</u>	<u>1,416,946.93</u>

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9. Analysis of Lump Sum Grant Reserve and Balances of Other SWD Subventions (Cont'd)

Notes :

* For those programmes which are regarded as FSA services / FSA-related activities only

- (1) Interest received on LSG (including HA) and Provident Fund reserves, rent and rates, Central Items are included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance of LSG Surplus b/f from previous years (including all interest received in previous years (see (1) above) and the balance of HA should be separately reported as in the surplus b/f under LSG and HA respectively.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule for Central Items.
- (4) For NGOs without HA, separate disclosure of the movement of HA in their respective AFRs is not necessary. The Level of LSG cumulative reserve will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure excluding Provident Fund Contribution) for the year.

For NGOs with HA, with effect from 2022-23, the calculation of the annual claw-back is as follows :

- (i) With Snapshot Staff (SS) [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year was greater than zero]
The level of LSG cumulative reserve will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure excluding Provident Fund Contribution) for the year.
- (ii) Without SS [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year (which is regarded as Year 0) was zero]
For the next three year (Year 1 to Year 3), the level of LSG cumulative reserve will be capped at 25% of NGO's operating expenditure (i.e. Total Expenditure excluding Provident Fund Contribution) for the year.

From the fourth financial year (Year 4) onwards, the level of LSG cumulative reserve and HA reserve will be counted altogether and the combined reserve amount will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure excluding Provident Fund Contribution) for the year. In this regard, separate disclosure of the movement of HA in their respective AFRs is not necessary.

[For details of (4)(i) and (4)(ii) above, please also refer to SWD's letter under reference (11) in SWD/S/109/1/10 of 4 April 2022]

For any amount above the cap, SWD would arrange the claw-back (including provisional in the following financial year except for those 58 NGOs which are subject to Productivity Enhancement Programme as stipulated in SWD's letter under reference (9) in SWD/S/133/1 of 6 March 2024. For details of the claw-back arrangement of the said 58 NGOs, please refer to the above letter.) accordingly.

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Any difference arising from the RMLP Scheme reimbursement received (see Note 1(b) below) and the corresponding expenditure under RMLP Scheme (see Note 2(b) below) will be assessed separately.

Notes

- 1 (a). The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury or allocation letter(s) issued by Social Welfare Department of the financial year.
- 1 (b). This amount represents any reimbursement received from the RMLP Scheme if the NGO has temporarily paid the expenditure out of the allocation from the subvented element (see Note 2(b) below).
- 2 (a). Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off (i) programme income and (ii) expenditure under RMLP Scheme mentioned in Note 2(b) below, if any.
- 2 (b). This amount represents the additional four weeks' MLP (i.e. the 11th to 14th weeks) paid to the employee out of the corresponding allocation.
3. Surplus / Deficit for each element represents the difference between subvention released and actual expenditure.
4. Deficit i.r.o. the following central items arising from salary adjustment are transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref. (33) in SWD/S/104/2 Pt. 18 dated 4th March 2020.
 - (i) Dementia Supplement for Elderly with Disabilities
 - (ii) Infirmary Care Supplement for the Aged Blind Persons
 - (iii) Dementia Supplement for Residential Elderly Services
 - (iv) Infirmary Care Supplement for Residential Elderly Services

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Notes

5. “Surplus brought forward (b/f)” means surplus, if any, arising from operations in previous years.
6. “Surplus carried forward (c/f)” means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year.
7. Unit code and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.
8. The central items as listed above may not be exhaustive and any relevant details of central items released and / or expended during the year, where appropriate, should also be included.
9. For ASCP / Enhanced ASCP, the adjustment includes the amount of expenditure overstated / (understated) in previous year(s) after taking into account the actual claw-back amount(s) per SWD’s allocation letter(s), if any.