

Annual Financial Report

For the year ended 31 March 2016

	Notes	Total 2015-16 HK\$	Total 2014-15 HK\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1	18,132,775.00	14,856,220.00
b. Provident Fund	1	1,260,821.00	1,043,035.00
2. Fee income	2	178,106.20	229,791.60
3. Central items	3	139,500.00	802,887.00
4. Rent and rates	4	1,151,149.00	1,099,929.00
5. Other income	5	1,759,374.49	1,523,908.16
6. Interest received		150.11	126.84
		22,621,875.80	19,555,897.60
B. EXPENDITURE			
1. Personal emoluments			
a. Salaries	6	15,873,779.64	12,412,080.53
b. Provident Fund	1	1,174,311.37	939,590.70
c. Provident Fund - OCCC Post	1	13,867.52	12,607.64
d. Relief worker		2,196.00	726.00
2. Other charges	7	3,166,409.18	3,321,793.26
3. Central items	3	236,022.09	720,384.55
4. Rent and rates	4	1,155,696.41	1,159,041.00
		21,622,282.21	18,566,223.68
SURPLUS FOR THE YEAR		999,593.59	989,673.92

Signed

Chairman

Signed

Chief Executive Officer

Dated this 12 November 2016

Notes to the Annual Financial Report For the year ended 31 March 2016

1. LUMP SUM GRANT

Basis of preparation

The Annual Financial Report (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 like depreciation, provisions and accruals should not be included in the AFR.

Lump Sum Grant (excluding Provident Fund)

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

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.

Please note that the PF received and contributed for staff under the Central Items should be shown under Note 3. In other words, such PF should not be included here (Paragraph 3.12 of LSG Manual).

Details are analyzed below:

Provident Fund Contribution

	Snapshot staff HK\$	6.8% and other posts HK\$	Total HK\$
Subvention received	172,996.00	1,087,825.00	1,260,821.00
Provident Fund Contribution Paid during the year	(197,503.20)	(990,675.69)	(1,188,178.89)
(Deficit) surplus for the year	(24,507.20)	97,149.31	72,642.11
Add: Surplus b/f as previously reported	94,027.28	2,192,205.47	2,286,232.75
Transfer from Snapshot staff to 6.8% and other posts	(80,899.36)	80,899.36	-
Less: Refund to Government	(43,752.00)	-	(43,752.00)
(Deficit) Surplus c/f	(55,131.28)	2,370,254.14	2,315,122.86

2. 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.

Notes to the Annual Financial Report For the year ended 31 March 2016

3. CENTRAL ITEMS

These are subvented service activities which are not included in the Lump Sum Grant and are subject to their own procedures as set out in other SWD's papers and correspondence with the Association.

The PF received and contributed for staff under the Central Items should be separately included as part of the income and expenditure of the relevant items (Paragraph 3.13 of LSG Manual). The income and expenditure of each of the Central Items are as follows:

	Total 2015-16 HK\$	Total 2014-15 HK\$
Income		
After School Care Programme - Late Afternoon Session	139,500.00	148,500.00
After School Care Programme - Enhanced	-	161,700.00
Care Assistant (CA) / Programme Assistant (PA) Posts	-	492,687.00
Total	139,500.00	802,887.00
Expenditure		
After School Care Programme - Late Afternoon Session	256,162.99	193,419.04
Enhanced After School Care Programme	(20,140.90)	(8,070.90)
Care Assistant (CA) / Programme Assistant (PA) Posts	-	535,036.41
Total	236,022.09	720,384.55

4. RENT AND RATES

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

5. 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 need not be included as other income in AFR. However, treatment of fees and charges as specified under paragraphs 2.27 to 2.28 of the LSG Manual remains unchanged (Paragraph 3.9 of LSG Manual).

Notes to the Annual Financial Report For the year ended 31 March 2016

6. PERSONAL EMOLUMENTS

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

The analysis on number of posts with annual Personal Emoluments over HK\$500,000 each is appended below.

Analysis of Personal Emoluments

	No. of Posts	HK\$
HK\$500,001 - HK\$600,000 p.a.	Nil	Nil
HK\$600,001 - HK\$700,000 p.a.	Nil	Nil
HK\$700,001 - HK\$800,000 p.a.	Nil	Nil
HK\$800,001 - HK\$900,000 p.a.	2	1,659,543.84
HK\$900,001 - HK\$1,000,000 p.a.	Nil	Nil
> HK\$1,000,000 p.a.	1	1,082,695.68

7. OTHER CHARGES

The breakdown on other charges is as follows:

Other Charges	Total 2015-16 HK\$	Total 2014-15 HK\$
(a) Utilities	237,814.90	223,631.70
(b) Administrative expenses	245,113.49	195,189.21
(c) Stores and equipment	353,585.81	650,832.82
(d) Repairs and maintenance	244,110.60	256,519.50
(e) Programme expenses	1,817,164.03	1,779,841.65
(f) Transportation and travelling	13,887.80	12,847.90
(g) Insurance	167,202.55	127,612.67
(h) Miscellaneous	50,011.90	41,743.91
(i) OCCS with Family Support Activities (Time-defined 31-3-2016)	37,518.10	33,573.90
	3,166,409.18	3,321,793.26

Notes to the Annual Financial Report

For the year ended 31 March 2016

8. ANALYSIS OF RESERVE FUND

	Analysis of Reserve Fund			
	Lump Sum Grant HK\$	Rent and rates HK\$	Central items HK\$	Total HK\$
Income				
Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	18,132,775.00	-	-	18,132,775.00
b. Provident Fund - Snapshot staff	172,996.00	-	-	172,996.00
c. Provident Fund - 6.8% and other posts	1,087,825.00	-	-	1,087,825.00
Fee income	178,106.20	-	-	178,106.20
Other income	1,759,374.49	-	-	1,759,374.49
Interest received (Note 1)	150.11	-	-	150.11
Rent and rates	-	1,151,149.00	-	1,151,149.00
Central items	-	-	139,500.00	139,500.00
Total income (a)	21,331,226.80	1,151,149.00	139,500.00	22,621,875.80
Expenditure				
Personal Emoluments				
a. Salaries	15,873,779.64	-	-	15,873,779.64
b. Provident Fund - Snapshot staff	197,503.20	-	-	197,503.20
c. Provident Fund - 6.8% and other posts	976,808.17	-	-	976,808.17
d. Provident Fund - OCCC staff	13,867.52	-	-	13,867.52
e. Relief works	2,196.00	-	-	2,196.00
Other charges	3,166,409.18	-	-	3,166,409.18
Rent and rates	-	1,155,696.41	-	1,155,696.41
Central items	-	-	236,022.09	236,022.09
Total expenditure (b)	20,230,563.71	1,155,696.41	236,022.09	21,622,282.21
Surplus (deficit) for the year (a) - (b)	1,100,663.09	(4,547.41)	(96,522.09)	999,593.59
Less: Surplus of Provident Fund	(72,642.11)	-	-	(72,642.11)
	1,028,020.98	(4,547.41)	(96,522.09)	926,015.48
Surplus (Deficit) b/f (Note 2)	3,538,328.77	(62,577.03)	382,582.62	3,858,334.36
Less: Refund from (to) Government	-	98,031.00	(169,291.30)	(71,260.30)
Surplus (Deficit) c/f (Note 3)	4,566,349.75	30,906.56	116,769.23	4,714,025.54

Notes:

- (1) Interest received on LSG and PF reserves, rent and rates, central items should all be included as one item under LSG, and the item is considered as part of LSG reserve.
- (2) Accumulated balance Lump Sum Grant Surplus b/f from previous years and all interest received in previous years should be included in the surplus b/f under LSG.
- (3) The level of LSG cumulative reserve (i.e. HK\$4,566,349.75) will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.

Notes to the Annual Financial Report For the year ended 31 March 2016

9. ANALYSIS OF INCOME AND EXPENDITURE BY PROGRAMME AREA AND FUNDING AND SERVICE AGREEMENTS (INCLUDING SUPPORT SERVICES)

	LSG	Fee income	Central items	Rent and rates	Other income	Interest income	TOTAL INCOME (1)	Personal emoluments	Other charges	Central items	Rent and rates	TOTAL EXPENDITURE (2)	Surplus (Deficit) (1)-(2)
	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
Unit 36 ABWE (HK) Ltd.	19,393,596.00	-	-	-	936.00	146.51	19,394,678.51	-	3,004.75	-	-	3,004.75	19,391,673.76
Unit 1067 Po Lam Baptist Church Bradbury Neighbourhood Elderly Centre	-	20,000.00	-	-	156,276.50	-	176,276.50	2,268,457.00	418,972.93	-	143,452.41	2,830,882.34	(2,654,605.84)
Unit 1765 Cheung Hong Baptist Church Neighbourhood Elderly Centre	-	21,875.00	-	-	289,542.93	-	321,417.93	2,458,517.29	503,192.72	-	129,700.00	3,091,410.01	(2,769,992.08)
Unit 3862 Shing Yan Christian Social Service Centre	-	27,245.00	-	1,151,149.00	821,546.00	-	1,999,940.00	5,598,037.83	1,098,096.03	-	640,472.00	7,336,605.86	(5,336,665.86)
Unit 3875 Lai King Bradbury Elderly Centre	-	21,200.00	-	-	260,704.10	-	281,904.10	2,172,605.25	504,891.85	-	101,584.00	2,779,081.10	(2,497,177.00)
Unit 3876 Tin Yue Baptist Church Elderly Centre	-	17,975.00	-	-	192,582.40	3.60	210,567.40	2,140,295.45	422,323.18	-	140,488.00	2,703,106.63	(2,492,539.23)
Unit 1068 Central Administration Unit 3016 After School Care Programme - Late Afternoon Session	-	-	-	-	27,776.56	-	27,780.16	2,127,293.61	178,409.62	-	-	2,305,703.23	(2,277,923.07)
Unit 1888 After School Care Programme - Enhanced	-	-	139,500.00	-	-	-	139,500.00	-	-	256,162.99	-	256,162.99	(116,662.99)
Unit 36P Programme Worker Posts Unit 7711 Heng On Baptist Nursery (OCCC)	-	-	-	-	-	-	-	-	-	(20,140.90)	-	(20,140.90)	20,140.90
Unit 7755 Garden Estate Baptist Nursery (OCCC)	-	2,982.40	-	-	-	-	2,982.40	35,716.24	13,700.00	-	-	49,416.24	(46,433.84)
Unit 7711 Prosperous Garden Baptist Nursery (OCCC)	-	32,144.00	-	-	-	-	32,144.00	130,345.53	16,318.10	-	-	146,663.63	(114,519.63)
Unit 7711 Prosperous Garden Baptist Nursery (OCCC)	-	34,684.80	-	-	-	-	34,684.80	132,886.33	7,500.00	-	-	140,386.33	(105,701.53)
Total	19,393,596.00	178,106.20	139,500.00	1,151,149.00	1,759,374.49	150.11	22,621,875.80	17,064,154.53	3,166,409.18	236,022.09	1,151,696.41	21,622,282.21	999,593.59

Notes to the Annual Financial Report For the year ended 31 March 2016

10. SCHEDULE FOR RENT AND RATES

Analysis of subvention and expenditure for the year:

Unit code and name	Subvented element	Subvention released HK\$	Actual expenditure HK\$	Surplus HK\$	(Deficit) HK\$
Unit 1067 Po Lam Baptist Church Bradbury Neighbourhood Elderly Centre	Rent Government	122,304.00	124,291.03	-	(1,987.03)
	Rent Rates	8,838.00	9,420.52	-	(582.52)
		11,105.00	9,740.86	1,364.14	-
Unit 1765 Cheung Hong Baptist Church Neighbourhood Elderly Centre	Rent Rates	120,540.00	120,540.00	-	-
		11,105.00	9,160.00	1,945.00	-
Unit 3875 Lai King Bradbury Elderly Centre	Rent Rates	95,844.00	95,844.00	-	-
		7,502.00	5,740.00	1,762.00	-
Unit 3876 Tin Yue Baptist Church Elderly Centre	Rent Government	124,656.00	124,656.00	-	-
	Rent Rates	7,452.00	7,812.00	-	(360.00)
		9,816.00	8,020.00	1,796.00	-
Unit 3862 Shing Yan Christian Social Service Centre	Rent Rates	584,472.00	584,472.00	-	-
		47,515.00	56,000.00	-	(8,485.00)
Total:		1,151,149.00	1,155,696.41	6,867.14	(11,414.55)
Unit 36 ABWE (HK) Ltd.	Rent Subvention: Government	1,047,816.00	1,049,803.03	-	(1,987.03)
	Rent Subvention: Rates	16,290.00	17,232.52	-	(942.52)
	Rent Subvention:	87,043.00	88,660.86	6,867.14	(8,485.00)
	Grand-Total:	1,151,149.00	1,155,696.41	6,867.14	(11,414.55)

Notes to the Annual Financial Report For the year ended 31 March 2016

11. SCHEDULE FOR CENTRAL ITEMS

Analysis of subvention and expenditure for the year:

Unit Code (Note 7)	Subvented element	Deficit for the year								
		Subvention released (Note 1)	Actual expenditure (Note 2)	Surplus (Note 3)	Deficit (Note 3)	Deficit transferred to LSG (Note 4)	Adjusted deficit	Surplus b/f (Note 5)	Refund to Government (f)	Surplus (Deficit) c/f (Note 6)
		HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
Unit 3016	After School Care Programme - Late Afternoon Session	139,500.00	256,162.99	-	(116,662.99)	N/A	(116,662.99)	43,520.42	-	(73,142.57)
Unit 1888	After School Care Programme - Enhanced	-	(20,140.90)	20,140.90	-	-	-	169,770.90	-	189,911.80
Unit 1067	Programme Assistant (Po Lam Baptist Church Bradbury Neighbourhood Elderly Centre)	-	-	-	-	-	-	-	(3,688.19)	-
Unit 1765	Programme Assistant (Cheung Hong Baptist Church Neighbourhood Elderly Centre)	-	-	-	-	-	-	-	(3,688.19)	-
Unit 3875	Programme Assistant (Lai King Bradbury Elderly Centre)	-	-	-	-	-	-	-	(3,688.19)	-
Unit 3876	Programme Assistant (Tin Yue Baptist Church Elderly Centre)	-	-	-	-	-	-	-	(3,688.19)	-
Unit 3882	Programme Assistant (Shing Yan Christian Social Service Centre)	-	-	-	-	-	-	-	(3,688.19)	-
Unit 36P	Programme Worker Posts Extended for one year from 1-4-2013 to 31-3-2014	-	-	-	-	-	-	-	(165,603.11)	-
Total		139,500.00	236,022.09	20,140.90	(116,662.99)	-	(116,662.99)	382,582.62	(169,251.30)	116,769.23

Notes to the Annual Financial Report For the year ended 31 March 2016

11. SCHEDULE FOR CENTRAL ITEMS - Continued

Notes:

1. The figures for the whole financial year can be extracted from the payroll for March (Final) of the financial year.
2. Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
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 can be transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref. (64) in SWD/S/104/2 Pt. 14 dated 22 July 2015:
 - (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
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 plus surplus, if any, arising from operations in current year.
7. Unit codes and names are extracted from the payroll from SWD.
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.

12. SCHEDULE FOR INVESTMENT

Analysis of investment as at 31 March 2016:

	HK\$
Lump Sum Grant Reserve as at 31 March	4,566,349.75
Represented by:	
Investments	
a. HK\$ Bank Account Balances	4,566,349.75
b. HK\$ 24-hour Call Deposits	-
c. HK\$ Fixed Deposits	-
d. HK\$ Certificate of Deposits	-
e. HK\$ Bonds	-
	4,566,349.75

13. APPROVAL OF ANNUAL FINANCIAL REPORT

The annual financial report was approved and authorised for issue by the Board of Directors on 12 November 2016.