

ANNUAL FINANCIAL REPORT

NGO: _____

1 APRIL 2009 to 31 MARCH 2010

	Notes	2009-10 \$	2008-09 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	A	
b. Provident Fund	1c	B	
2. Special One-off Grant		C	
3. Fee Income	2	D	
4. Central Items	3	E	
5. Rent and Rates	4	F	
6. Other Income	5	G	
7. Interest Received		H	
TOTAL INCOME		<u>I</u>	<u> </u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		J	
b. Provident Fund	1c	K	
c. Allowances		L	
Sub-total	6	<u>M</u>	<u> </u>
2. Other Charges	7	N	
3. Central Items	3	O	
4. Rent and Rates	4	P	
5. Special One-off Grant Payments	7a	Q	
TOTAL EXPENDITURE		<u>T</u>	<u> </u>
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	<u>U</u>	<u> </u>

SIGNATURE

CHAIRMAN

DATE:

CHIEF EXECUTIVE

DATE:

NOTES ON THE ANNUAL FINANCIAL REPORT

1. Lump Sum Grant

- a. Basis of preparation**
- (i) 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.
- (ii) For units that are subvented at 80%/85% support, only 80%/85% (as appropriate) of the expenditure should be included in the AFR.

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

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. Please note that the PF received and contributed for staff under the Central Items should be shown under **3**. In other words, such PF should **not** be included here (LSG Circular No.1/2001).

Details are analysed below :

<u>Provident Fund Contribution</u>	Snapshot Staff	6.8% and Other Posts	Total
	\$	\$	\$
Subvention Received	X	X	B
Provident Fund Contribution Paid during the Year	(X)	(X)	(K)
Surplus/ (Deficit) for the Year	X	X	R
<u>Add</u> : Surplus/(Deficit) b/f	X	X	X
Surplus/(Deficit) c/f	X	X	X

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 LSG Manual.

3. 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 NGOs. 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 (LSG Circular No.1/2001). The income and

expenditure of each of the Central Items are as follows:

	2009-10	2008-09
	\$	\$
a. <u>Income</u>		
Dementia Supplement for Elderly with Disabilities		
Infirmity Care Supplement for the Aged Blind Person		
Dementia Supplement for Residential Elderly Services		
Infirmity Care Supplement for Residential Elderly Services		
Foster Care Allowance/Emergency Foster Care Allowance		
After School Care Programme		
Programme Assistants/Care Assistants (Permanent) for Elderly Services and Rehabilitation Medical and Social Services		
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Child Care Services		
Visiting Medical Practitioner Scheme ¹		
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Programme Work posts for 3 years from 2008-09 to 2010-11		
Programme Assistant (PA)/Care Assistants (CA) allocated vide management letter ref.(17) in SWD/S/203/1 Pt.8 dated 17 March 2007		
Subsidy under the Home Environment Improvement Scheme for the Elderly		
Short-term Rental Assistance to Newly Discharged Prisoners		
Total	<u><u>E</u></u>	<u><u> </u></u>

¹ Visiting Medical Practitioner Scheme has ceased to be a Central Item with effect from 1 August 2009.

	2009-10	2008-09
	\$	\$
b. Expenditure		
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care Supplement for the Aged Blind Person		
Dementia Supplement for Residential Elderly Services		
Infirmiry Care Supplement for Residential Elderly Services		
Foster Care Allowance/Emergency Foster Care Allowance		
After School Care Programme		
Programme Assistants/Care Assistants (Permanent) for Elderly Services and Rehabilitation Medical and Social Services		
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Child Care Services		
Visiting Medical Practitioner Scheme		
Training Subsidy Scheme for Standalone Child Care Centre (CCC), KG-cum-CCC and Residential CCC		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Programme Work posts for 3 years from 2008-09 to 2010-11		
Programme Assistant (PA)/Care Assistants (CA) allocated vide management letter ref.(17) in SWD/S/203/1 Pt.8 dated 17 March 2007		
Subsidy under the Home Environment Improvement Scheme for the Elderly		
Short-term Rental Assistance to Newly Discharged Persons		
Total	0	

- 4. Rent and Rates** This represents the amount paid by 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 para.2.29 to 2.30 of the Manual remains unchanged (LSG Circular No.1/2001).

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

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

Analysis of Personal Emoluments	No of Posts	\$
HK\$500,001 - HK\$600,000 p.a.		
HK\$600,001 - HK\$700,000 p.a.		
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\$1,000,000 p.a.		

7. Other Charges

The breakdown on Other Charges is as follows:

Other Charges	2009-10	2008-09
	\$	\$
(a) Utilities		
(b) Food		
(c) Administrative Expenses		
(d) Stores and Equipment		
(e) Repair and Maintenance		
(f) Special Allowances		
(g) Programme Expenses		
(h) Transportation and Travelling		
(i) Insurance		
(j) Miscellaneous		
Total	N	

7a. Special One-off Grant Payments

Details of Special One-off Grant Payments are as follows:

Special one-off Grant Payments	2009-10	2008-09
	\$	\$
(a) Voluntary Retirement Scheme		
(b) Compensation Scheme		
(c) Staff Training and Development		
(d) Other Staff-related Initiatives		
Total	Q	

8. Analysis of Reserve Fund

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
	\$	\$	\$	\$	\$
Income					
Lump Sum Grant	A+B	-	-	-	A+B
Special One-off Grant	-	C	-	-	C
Fee Income	D	-	-	-	D
Other Income	G	-	-	-	G
Interest Received (Note (1))	H	-	-	-	H
Rent and Rates	-	-	F	-	F
Central Items	-	-	-	E	E
Total Income (a)	x	x	x	x	I
Expenditure					
Personal Emoluments	M	-	-	-	M
Other Charges	N	-	-	-	N
Rent and Rates	-	-	P	-	P
Central Items	-	-	-	O	O
Special One-off Grant Payments	-	Q	-	-	Q
Total Expenditure (b)	x	x	x	x	T
Surplus/(Deficit) for the Year (a) - (b)	x	x	x	x	U
Less : Surplus/(Deficit) of Provident Fund	R	-	-	-	R
	x	x	x	x	X
Surplus/(Deficit) b/f	x	x	x	x	X
	x	x	x	x	X
Less : Refund to Government	(x)	(x)	(x)	(x)	(X)
Transfer from LSG Reserve to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmary Care Supplementary (Note (2))	(x)	-	-	x	-
Surplus/(Deficit) c/f (Note (3))	S	x	x	x	X

Notes:

- (1) Interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant should be included as one item under LSG.
- (2) Amount of LSG Reserve used to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmary Care Supplement, if any, as per **Annex 2**.
- (3) The level of LSG cumulative reserve (i.e. **S**) will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.