

ANNUAL FINANCIAL REPORT

NGO : The Endeavourers Hong Kong (186)

1 APRIL 2017 TO 31 MARCH 2018

	Notes	Total 2017-18 \$	Total 2016-17 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	3,394,113.00	3,297,502.00
b. Provident Fund	1c	211,922.00	205,873.00
2. Special One-off Grant		0.00	0.00
3. Fee Income	2	26,300.00	27,575.00
4. Central Items	3	0.00	0.00
5. Rent and Rates	4	102,600.00	77,324.00
6. Other Income	5	703,193.50	664,819.20
7. Interest Received		31.80	19.03
TOTAL INCOME		<u>4,438,160.30</u>	<u>4,273,112.23</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		2,315,451.41	1,978,493.44
b. Provident Fund	1c	152,390.13	133,017.71
c. Allowances		11,399.43	0.00
Sub-total	6	<u>2,479,240.97</u>	<u>2,111,511.15</u>
2. Other Charges	7	1,588,985.29	1,348,932.45
3. Central Items	3	0.00	0.00
4. Rent and Rates	4	102,599.45	86,954.15
5. Special One-off Grant Payment	7a	0.00	0.00
TOTAL EXPENDITURE		<u>4,170,825.71</u>	<u>3,547,397.75</u>
C. SURPLUS/(DEFICITS) FOR THE YEAR	8	<u>267,334.59</u>	<u>725,714.48</u>

The Annual Financial Report from pages 3 to 7 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual


SIGNATURE



Mrs. Pong Li, Alethea
CHAIRMAN

DATE: 29 October 2018

SIGNATURE



Ms. Ng Wing Yan, Eli
NGO Head

DATE: 29 October 2018

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NOTE ON THE ANNUAL FINANCIAL REPORT

1. Lump Sum Grant

a. **Basis of preparation** The Annual Financial Report (AFR) is prepared in respect of all Funding and Service Agreement (FSA) activities (including support services to FSA activities) 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. The Endeavourers Hong Kong **was exempted** to include the financial activities for the whole of The Endeavourers Hong Kong in the AFR. Thus the AFR covered only the income and expenses of "The Endeavourers Hong Kong Bert James Young Neighbourhood Elderly Centre".

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. The Provident Fund received and contributed for staff under the Central Items have been shown under 3. Details are analysed below:

<u>Provident Fund Contribution</u>	<u>Snapshot Staff</u>	<u>6.8% and Other Posts</u>	<u>Total</u>
	\$	\$	\$
Subvention Received	0.00	211,922.00	211,922.00
Provident Fund Contribution Paid during the Year	0.00	(152,390.13)	(152,390.13)
Surplus/ (Deficit) for the Year	0.00	59,531.87	59,531.87
<u>Add:</u> Surplus/(Deficit) b/f	0.00	191,312.59	191,312.59
Additional subvention received for previous year(s)	0.00	0.00	0.00
<u>Add:</u> Adjustment of opening balance per SWD letter 28.6.2018	0.00	97.15	97.15
<u>Less:</u> Refund to Government	0.00	0.00	0.00
Surplus/ (Deficit) c/f	0.00	250,941.61	250,941.61

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 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 LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

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	<u>2017-18</u>	<u>2016-17</u>
<u>a. Income</u>	<u>\$</u>	<u>\$</u>
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmity Care Supplement for the Aged Blind Person	0.00	0.00
Dementia Supplement for Residential Elderly Services	0.00	0.00
Infirmity Care Supplement for Residential Elderly Services	0.00	0.00
Foster Care Allowance	0.00	0.00
Care Assistant	0.00	0.00
Regularized Program Assistant	0.00	0.00
Total	0.00	0.00

	<u>2017-18</u>	<u>2016-17</u>
<u>b. Expenditure</u>	<u>\$</u>	<u>\$</u>
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmity Care Supplement for the Aged Blind Person	0.00	0.00
Dementia Supplement for Residential Elderly Services	0.00	0.00
Infirmity Care Supplement for Residential Elderly Services	0.00	0.00
Foster Care Allowance	0.00	0.00
Care Assistant	0.00	0.00
Regularized Program Assistant	0.00	0.00
Total	0.00	0.00

4. Rent and Rates This represents the amount paid by SWD in respect of premises recognized by SWD. Expenditure on rent and rates in respect of premises not recognised by SWD have not been 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 have not been included as Other Income in AFR. In this respect, donations have been included if it is used to finance expenditure reflected in the AFR.

The breakdown on Other Income (paragraph 2.29 of LSG Manual (October 2016)) is as follows:

	<u>2017-18</u>	<u>2016-17</u>
Other income	<u>\$</u>	<u>\$</u>
(a) Fees and charges for services incidental to the operation of subvented services	703,193.50	664,819.20
(b) Others	-	-
Total	703,193.50	664,819.20

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6. Personal Emoluments

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

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

Analysis of Personal Emoluments paid under LSG

	No of Posts	\$
HK\$700,001 - HK\$800,000 pa.	----	0.00
HK\$800,001 - HK\$900,000 pa.	----	0.00
HK\$900,001 - HK\$1,000,000 pa.	----	0.00
HK\$1,000,001 - HK\$1,100,000 pa.	----	0.00
HK\$1,100,001 - HK\$1,200,000 pa.	----	0.00
> HK\$1,200,000 pa.	----	0.00

7. Other Charges

The breakdown on Other Charges is as follows:

	<u>2017-18</u>	<u>2016-17</u>
<u>Other Charges</u>	\$	\$
(a) Utilities	33,351.40	34,444.90
(b) Food	0.00	0.00
(c) Administrative Expenses	43,531.90	49,942.40
(d) Stores and Equipment	96,267.22	100,180.10
(e) Repair and Maintenance	132,001.00	64,905.00
(f) Special Allowances	0.00	0.00
(g) Programme Expenses	1,193,492.75	1,029,305.60
(h) Transportation and Travelling	3,264.10	3,179.50
(i) Insurance	18,680.82	13,094.25
(j) Miscellaneous	68,396.10	53,880.70
Total	<u>1,588,985.29</u>	<u>1,348,932.45</u>

7a. Special One-off Grant Payment

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

<u>Special one-off Grant Payment</u>	\$	\$
(a) Voluntary Retirement Scheme	0.00	0.00
(b) Compensation Scheme	0.00	0.00
(c) Staff Training and Development	0.00	0.00
(d) Other Staff-related Initiatives	0.00	0.00
Total	<u>0.00</u>	<u>0.00</u>

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8. Analysis of Lump Sum Grant Reserve and balance of other SWD subventions

	Lump Sum Grant (LSG)	Special One-off Grant (SOG)	Rent and Rates	Central Items	Total
Income					
Lump Sum Grant	3,606,035.00	0.00	0.00	0.00	3,606,035.00
Special One-off Grant	0.00	0.00	0.00	0.00	0.00
Fee Income	26,300.00	0.00	0.00	0.00	26,300.00
Other Income	703,193.50	0.00	0.00	0.00	703,193.50
Interest Received (Note 1)	31.80	0.00	0.00	0.00	31.80
Rent and Rates	0.00	0.00	102,600.00	0.00	102,600.00
Central Items	0.00	0.00	0.00	0.00	0.00
Total Income (a)	4,335,560.30	0.00	102,600.00	0.00	4,438,160.30
Expenditure					
Personal Emoluments	2,479,240.97	0.00	0.00	0.00	2,479,240.97
Other Charges	1,588,985.29	0.00	0.00	0.00	1,588,985.29
Rent and Rates	0.00	0.00	102,599.45	0.00	102,599.45
Central Items	0.00	0.00	0.00	0.00	0.00
Special One-off Grant Payments	0.00	0.00	0.00	0.00	0.00
Total Expenditure (b)	4,068,226.26	0.00	102,599.45	0.00	4,170,825.71
Surplus for the Year (a) - (b)	267,334.04	0.00	0.55	0.00	267,334.59
Less: Surplus/(Deficit) of Provident Fund	59,531.87	0.00	0.00	0.00	59,531.87
	207,802.17	0.00	0.55	0.00	207,802.72
Surplus/(Deficit) b/f (Note 2)	1,903,611.38	0.00	(16,417.15)	0.00	1,887,194.23
	2,111,413.55	0.00	(16,416.60)	0.00	2,094,996.95
Add: Refund of Government Rent & Rates			15,793.00		15,793.00
Add: Adjustment of opening balance per SWD letter 28.6.18	262.00				262.00
Less: Refund to Government	(1,071,754.91)	0.00	0.00	0.00	(1,071,754.91)
Less: Rent & Rates absorbed by the Agency			625.00		625.00
	0.00	0.00	0.00	0.00	0.00
Less: Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note 3)					
Surplus/ (Deficit) c/f (Note 4)	1,039,920.64	0.00	1.40	0.00	1,039,922.04