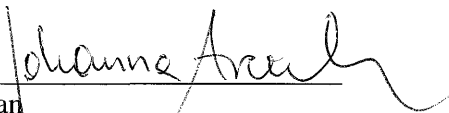


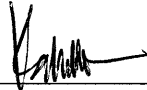
**HELPING HAND
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2018**

	<u>Notes</u>	<u>2018</u> HK\$	<u>2017</u> HK\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1(b)	58,694,052.00	56,734,212.00
b. Provident Fund	1(c)	3,529,973.95	3,462,843.00
2. Special One-off Grant		-	-
3. Fee Income	2	17,797,921.20	18,511,333.70
4. Central Items	3	11,360,120.00	9,990,235.00
5. Rent and Rates	4	2,585,700.00	2,564,692.00
6. Other Income	5	2,310,722.87	1,949,528.00
7. Interest Received		79,661.23	51,164.62
TOTAL INCOME		<u>96,358,151.25</u>	<u>93,264,008.32</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		63,947,143.35	63,512,749.03
b. Provident Fund	1(c)	4,696,149.60	4,672,175.84
c. Allowances		-	-
Sub-total	6	68,643,292.95	68,184,924.87
2. Other Charges	7	16,325,540.88	16,821,117.34
3. Central Items	3	12,349,812.00	9,904,279.23
4. Rent and Rates	4	2,684,842.00	2,684,488.00
5. Special One-off Grant Payments	7(a)	-	-
TOTAL EXPENDITURE		<u>100,003,487.83</u>	<u>97,594,809.44</u>
C. (DEFICIT)/SURPLUS FOR THE YEAR	8	<u>(3,645,336.58)</u>	<u>(4,330,801.12)</u>

JA



 Chairman
 Mrs. Johanna Arculli
 18 October 2018



 Executive Director
 Ms. Bella Luk
 18 October 2018

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

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.

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 (“PF”) received and contributed for staff under the Central Items have been shown under note 3.

Details are analysed below:

<u>Provident Fund Contribution</u>	<u>Snapshot Staff HK\$</u>	<u>6.8% and Other Posts HK\$</u>	<u>Total HK\$</u>
Subvention Received	482,562.00	3,047,411.95	3,529,973.95
Provident Fund Contribution Paid during the Year	<u>(468,258.45)</u>	<u>(4,227,891.15)</u>	<u>(4,696,149.60)</u>
Surplus/(Deficit) for the year	14,303.55	(1,180,479.20)	(1,166,175.65)
Add: Surplus b/f	138,839.85	-	138,839.85
Less: Refund to Government	<u>(88,705.95)</u>	<u>-</u>	<u>(88,705.95)</u>
Sub-total:	64,437.45	(1,180,479.20)	(1,116,041.75)
Deficit absorbed by separate funding	<u>-</u>	<u>1,180,479.20</u>	<u>1,180,479.20</u>
Surplus/(Deficit) c/f	<u>64,437.45</u>	<u>-</u>	<u>64,437.45</u>

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

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:

	<u>2017-18</u> HK\$	<u>2016-17</u> HK\$
a) Income		
1. Dementia Supplement for Residential Elderly Services	5,094,040.00	4,541,041.00
2. Infirmary Care Supplement for Residential Elderly Services	5,716,080.00	3,693,708.00
3. Special One-off Subsidy for DS & ICS (2017-18)	-	1,485,486.00 *
4. Training Sponsorship Scheme for 2 years MOT/MPT Programme of Polyu	270,000.00	270,000.00
5. One-off subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care homes for Elderly	<u>280,000.00</u>	<u>-</u>
Total	<u>11,360,120.00</u>	<u>9,990,235.00</u>

* The comparative figures of Special One-off Subsidy for DS & ICS (2017-18) have been restated from HK\$1,594,719.00 to HK\$1,485,486.00 due to typing error.

	<u>2017-18</u> HK\$	<u>2016-17</u> HK\$
b) Expenditure		
1. Dementia Supplement for Residential Elderly Services	6,020,950.14	5,405,151.73
2. Infirmary Care Supplement for Residential Elderly Services	6,320,261.86	4,499,127.50
3. Special One-off Subsidy for DS & ICS (2017-18)	-	-
4. Training Sponsorship Scheme for 2 years MOT/MPT Programme of Polyu	-	-
5. One-off subsidy for Enhanced Provision of Visiting Medical Officer for Residential Care homes for Elderly	<u>8,600.00</u>	<u>-</u>
Total	<u>12,349,812.00</u>	<u>9,904,279.23</u>

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

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 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.

	<u>2017-18</u> HK\$	<u>2016-17</u> HK\$
Other Income		
a) Fees and charges for services incidental to the operation of subvented services	878,011.70	770,702.90
b) Others	<u>1,432,711.17</u>	<u>1,178,825.10</u>
	<u>2,310,722.87</u>	<u>1,949,528.00</u>

6. 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 is appended below:

<u>Analysis of Personal Emoluments</u>	<u>No. of posts</u>	<u>HK\$</u>
HK\$700,001 - HK\$800,000 p.a.	2	1,453,930.00
HK\$800,001 - HK\$900,000 p.a.	0	-
HK\$900,001 - HK\$1,000,000 p.a.	1	930,620.00
HK\$1,000,001 - HK\$1,100,000 p.a.	2	2,130,520.00
HK\$1,100,001 - HK\$1,200,000 p.a.	0	-
Over HK\$1,200,000 p.a.	2	<u>2,546,375.00</u>
Total		<u>7,061,445.00</u>

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

7. OTHER CHARGES

The breakdown on Other Charges is as follows:

	<u>2017-18</u> HK\$	<u>2016-17</u> HK\$
Other Charges		
a) Utilities	4,889,001.19	4,744,557.67
b) Food	4,851,703.03	5,227,736.84
c) Administrative Expenses	652,790.80	634,248.90
d) Stores and Equipment	1,029,284.22	911,170.51
e) Repair and Maintenance	1,541,870.30	1,928,475.74
f) Special Allowances	-	-
g) Programme Expenses	1,136,145.70	1,033,958.50
h) Transportation and Travelling	608,578.21	556,045.13
i) Insurance	516,559.59	555,234.75
j) Miscellaneous	1,099,607.84	1,229,689.30
Total	<u>16,325,540.88</u>	<u>16,821,117.34</u>

7a. Special One-off Grant Payments

There is no special one-off grant payments for the years ended 31 March 2018 and 2017.

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

8. ANALYSIS OF RESERVE FUND

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG) HK\$	Special One-off Grant (SOG) HK\$	Rent and Rates HK\$	Central Items HK\$	Total HK\$
Income					
Lump Sum Grant	62,224,025.95	-	-	-	62,224,025.95
Special One-off Grant	-	-	-	-	-
Fee Income	17,797,921.20	-	-	-	17,797,921.20
Other Income	2,310,722.87	-	-	-	2,310,722.87
Interest Received (Note (1))	79,661.23	-	-	-	79,661.23
Rent and Rates	-	-	2,585,700.00	-	2,585,700.00
Central Items	-	-	-	11,360,120.00	11,360,120.00
Total Income (a)	82,412,331.25	-	2,585,700.00	11,360,120.00	96,358,151.25
Expenditure					
Personal Emoluments	68,643,292.95	-	-	-	68,643,292.95
Other Charges	16,325,540.88	-	-	-	16,325,540.88
Rent and Rates	-	-	2,684,842.00	-	2,684,842.00
Central Items	-	-	-	12,349,812.00	12,349,812.00
Special One-off Grant Payments	-	-	-	-	-
Total Expenditure (b)	84,968,833.83	-	2,684,842.00	12,349,812.00	100,003,487.83
Surplus/(Deficit) for the Year (a) - (b)	(2,556,502.58)	-	(99,142.00)	(989,692.00)	(3,645,336.58)
Less: Deficit absorbed by Helping Hand	-	-	-	-	-
Surplus/(Deficit) of Provident Fund	(1,166,175.65)	-	-	(45,606.00)	(1,211,781.65)
	(1,390,326.93)	-	(99,142.00)	(944,086.00)	(2,433,554.93)
Surplus/(Deficit) b/f	3,186,151.11	-	(119,795.50)	1,755,486.00 *	4,821,841.61
Surplus/(Deficit) excluding Provident Fund	1,795,824.18	-	(218,937.50)	811,400.00	2,388,286.68
Deficit absorbed by separate funding	-	-	-	-	-
	1,795,824.18	-	(218,937.50)	811,400.00	2,388,286.68
Less: Refund to Government	-	-	-	(540,000.00)	(540,000.00)
Add: Deficit of 2016/17 settled by SWD	-	-	119,796.00	-	119,796.00
Transitional Grant balance b/f	1,763,383.15	-	-	-	1,763,383.15
Less: Amount of additional allocation spent during the year (deducted from transitional grant)	(1,180,479.20)	-	-	-	(1,180,479.20)
	582,903.95	-	-	-	582,903.95
Add: Transfer from LSG Reserve to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmary Care Supplementary (Note (2))	-	-	-	-	-
Surplus/(Deficit) c/f (Note (3))	2,378,728.13	-	(99,141.50)	271,400.00	2,550,986.63

* Surplus b/f has been adjusted from HK\$1,864,719.00 to HK\$1,755,486.00 due to typing error of Special One-off Subsidy for DS & ICS (2017-18) from HK\$1,485,486.00 to HK\$1,594,719.00 with overstatement of HK\$109,233.00.

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

8. ANALYSIS OF RESERVE FUND (Continued)

Notes :

- (1) All the interest received on LSG and PF reserves, rent and rates, central items, Special One-off Grant is included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance of 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) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule of Central Items (Annex 1).
- (4) The level of LSG cumulative reserve will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for the year.