

ANNUAL FINANCIAL REPORT

Name of Agency : HONG KONG AND KOWLOON KAI-FONG WOMEN'S ASSOCIATION

1 APRIL 2020 TO 31 MARCH 2021

	Notes	Total 2020-21 HK\$	(restated) Total 2019-20 HK\$	Remarks
A. INCOME				
1 Lump Sum Grant		10,783,502.00	10,695,875.00	
a. Lump Sum Grant (excluding Provident Fund)	1b	10,136,166.00	10,048,540.00	
b. Provident Fund	1c	647,336.00	647,335.00	
2 Fee Income	2	29,688.00	65,729.30	
3 Central Items	3	43,373.00	93,373.00	
4 Rent and Rates	4	102,497.00	102,284.00	
5 Other Income	5	29,690.00	136,879.00	
6 Interest Received		6,013.55	3,845.66	
TOTAL INCOME		<u>10,994,763.55</u>	<u>11,097,985.96</u>	
B. EXPENDITURE				
1 Personal Emoluments	6	8,801,759.17	7,639,395.47	
a. Salaries		8,320,345.65	7,232,202.73	
b. Provident Fund	1b	481,413.52	407,192.74	
c. Allowances		0.00	0.00	
2 Other Charges	7	693,735.82	495,647.86	
3 Central Items	3	21,611.00	1,903.70	
4 Rent and Rates	4	116,428.00	126,928.00	
TOTAL EXPENDITURE		<u>9,633,533.99</u>	<u>8,263,875.03</u>	
C. SURPLUS FOR THE YEAR	8	<u>1,361,229.56</u>	<u>2,834,110.93</u>	

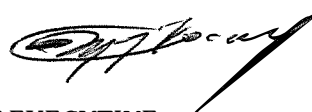
The Annual Financial Report from pages 2 to 9 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



CHAIRWOMAN

DATE: 21 SEP 2021



CHIEF EXECUTIVE

DATE: 21 SEP 2021



NOTES ON THE ANNUAL FINANCIAL REPORT

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1 APRIL 2020 TO 31 MARCH 2021

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 Lump Sum Grant (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.

Details are analysed below :

<u>Provident Fund Contribution</u>	<u>Existing Staff</u> HK\$	<u>6.8% Posts</u> HK\$	<u>Total</u> HK\$
Subvention Received	0.00	647,336.00	647,336.00
Provident Fund Contribution Paid during the Year	0.00	(481,413.52)	(481,413.52)
Surplus for the Year	0.00	165,922.48	165,922.48
Add : Surplus b/f	0.00	1,531,459.47	1,531,459.47
Surplus c/f	0.00	1,697,381.95	1,697,381.95

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.

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



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1 APRIL 2020 TO 31 MARCH 2021

	2020-21	(restated) 2019-20
	HK\$	HK\$
3. Central Items		
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/Emergency Foster Care Allowance		
After School Care Programme – Fee Waiving Subsidy Scheme		
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Service Users	22,173.00	22,173.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance and Enhanced Employment Service		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)		
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		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service	21,200.00	21,200.00
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		
Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) – Annual Funding Allocation		
MOSTE – Annual Rent and Rates		
Child Care Training for Grand parents		
Special Grant on Manpower Support for Residential and Home-based Care Service Units in respect of the Severe Respiratory Disease associated with a Novel Infectious Agent		
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19		50,000.00
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		
Ethnic Minority District Ambassador Posts – Central Item (A) Salary and Mandatory Provident Fund		
Ethnic Minority District Ambassador Posts – Central Item (B) Other Charges		
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities – On-site Ventilation Assessment #		
Total	43,373.00	93,373.00
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/Emergency Foster Care Allowance		
After School Care Programme – Fee Waiving Subsidy Scheme		
Temporary Financial Aid		
Emergency Fund		
Time-defined Subsidy Scheme for Extended Hours Service Users	21,611.00	1,903.70
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Short-term Rental Assistance and Enhanced Employment Service		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)		
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		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service		
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		
Grant under the Pilot Scheme on On-site Pre-school Rehabilitation Services		
Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) – Annual Funding Allocation		
MOSTE – Annual Rent and Rates		
Child Care Training for Grandparents		
Special Grant on Manpower Support for Residential and Home-based Care Service Units in respect of the Severe Respiratory Disease associated with a Novel Infectious Agent		
Special Allowance for Staff of Subvented Residential Service Units in respect of COVID-19		
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		
Ethnic Minority District Ambassador Posts - Central Item (A) Salary and Mandatory Provident Fund		
Ethnic Minority District Ambassador Posts – Central Item (B) Other Charges		
Time-limited programme on Enhancing Infection Control and Ventilation of Residential Care Homes for the Elderly and Residential Care Homes for Persons with Disabilities – On-site Ventilation Assessment #		
Total	21,611.00	1,903.70



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4. **Rent and Rates**

This represents the amount paid by SWD in respect of premises recognised by SWD. Expenditures on rent and rates in respect of premises not recognised by SWD have 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 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:

Other income	<u>2020-21</u> \$	<u>2019-20</u> \$
(a) Fees and charges for services incidental to the operation of subvented services	29,690.00	95,804.00
(b) Others	-	41,075.00
Total	<u>29,690.00</u>	<u>136,879.00</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:

Analysis of Personal Emoluments

	<u>No of Posts</u>	HK\$
HK\$700,001 - HK\$800,000 p.a.	0	0.00
HK\$800,001 - HK\$900,000 p.a.	0	0.00
HK\$900,001 - HK\$1,000,000 p.a.	0	0.00
HK\$1,000,001 - HK\$1,100,000 p.a.	0	0.00
HK\$1,100,001 - HK\$1,200,000 p.a.	0	0.00
>HK\$1,200,000 p.a.	0	0.00

7. **Other Charges**

The breakdown on Other Charges is as follows:

<u>Other Charges</u>	<u>2020-21</u> HK\$	<u>2019-20</u> HK\$
(a) Utilities	47,503.06	28,953.10
(b) Food	18,205.70	20,367.70
(c) Administrative Expenses	37,220.00	23,618.00
(d) Stores and Equipment	378,808.23	167,048.70
(e) Repair and Maintenance	47,957.81	16,357.22
(f) Special Allowances	0.00	0.00
(g) Programme expenses	48,403.41	132,717.21
(h) Transportation and Travelling	2,993.70	9,431.90
(i) Insurance	54,266.21	46,731.43
(j) Miscellaneous	58,377.70	50,422.60
Total	<u>693,735.82</u>	<u>495,647.86</u>



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8. Analysis of Lump Sum Grant Reserve and balances of other SWD subdivisions

	Analysis of Reserve Fund			
	Lump Sum Grant (LSG)	Rent and Rates	Central Items	Total
	HK\$	HK\$	HK\$	HK\$
Income				
Lump Sum Grant	10,783,502.00	-	-	10,783,502.00
Fee Income	29,688.00	-	-	29,688.00
Other Income	29,690.00	-	-	29,690.00
Interest Received (Note (1))	6,013.55	-	-	6,013.55
Rent and Rates	-	102,497.00	-	102,497.00
Central Items	-	-	43,373.00	43,373.00
Total Income (a)	10,848,893.55	102,497.00	43,373.00	10,994,763.55
Expenditure				
Personal Emoluments	8,801,759.17	-	-	8,801,759.17
Other Charges	693,735.82	-	-	693,735.82
Rent and Rates	-	116,428.00	-	116,428.00
Central Items	-	-	21,611.00	21,611.00
Total Expenditure (b)	9,495,494.99	116,428.00	21,611.00	9,633,533.99
Surplus for the Year (a) – (b)	1,353,398.56	(13,931.00)	21,762.00	1,361,229.56
Less : Surplus of Provident Fund	165,922.48	0.00	0.00	165,922.48
	1,187,476.08	(13,931.00)	21,762.00	1,195,307.08
Balance at 31/3/2020	4,996,197.83	(52,652.00)	279,310.30	5,222,856.13
Add/(less) :				
Refund from/(to) Government	6,183,673.91	(66,583.00)	301,072.30	6,418,163.21
- Clawback of LSG Reserve above 25% of Operating expenses (2019/20)	(1,540,175.00)	-	-	(1,540,175.00)
- Recovery Annual Assessment on Central Items for 2019/20	-	(3,364.00)	(91,469.30)	(94,833.30)
Deficit absorbed by the agencies	0.00	0.00	0.00	0.00
Surplus / (Deficit) c/f (Note 4)	4,643,498.91	(69,947.00)	209,603.00	4,783,154.91

- 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) 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) Amount of LSG Reserve used to cover the salary adjustment for Programme Assistants, Care Assistants, Dementia Supplement and Infirmity Care Supplement, if any, as per Annex 2.
 - (4) The level of LSG cumulative reserves (I.e. S) will be capped at 25% of the NGO's operating expenditure (excluding PF expenditure) for that year.

