

HONG KONG FEDERATION OF THE BLIND
香港失明人互聯會

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

	Note	FY 2017/2018 <u>FSA</u> HK\$	FY 2016/2017 <u>FSA</u> HK\$
A. INCOME			
1. Lump sum grant			
a. Lump sum grant (excluding provident fund)	1b	2,252,246.00	2,188,183.00
b. Provident fund	1c	136,706.00	132,796.00
2. Fee income	2	12,402.00	14,471.00
3. Rent and rates	3	7,464.00	7,508.00
4. Other income	4	325,750.00	316,940.00
5. Interest received		18.32	15.16
TOTAL INCOME		<u>2,734,586.32</u>	<u>2,659,913.16</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		1,937,368.08	1,677,299.44
b. Provident fund	1c	127,459.38	137,048.23
Sub-total	5	<u>2,064,827.46</u>	<u>1,814,347.67</u>
2. Other charges	6	552,529.81	627,950.01
3. Rent and rates	3	16,400.00	12,392.00
TOTAL EXPENDITURE		<u>2,633,757.27</u>	<u>2,454,689.68</u>
SURPLUS FOR THE YEAR		<u>100,829.05</u>	<u>205,223.48</u>



Chairman

Treasurer

HONG KONG FEDERATION OF THE BLIND

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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 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 Annual Financial Report.

b. Lump sum grant

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.

Details are analysed below:

<u>Provident fund contribution</u>	<u>Snapshot Staff</u> HK\$	<u>6.8% and Other Posts</u> HK\$	<u>Total</u> HK\$
Subvention Received	-	136,706.00	136,706.00
Less: Provident Fund Contribution Paid during the year	-	(127,459.38)	(127,459.38)
Surplus for the year	-	9,246.62	9,246.62
Add: Surplus b/f	13,612.07	225,016.64	238,628.71
Surplus c/f	13,612.07	234,263.26	247,875.33

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. Rent and rates

This represents the amount paid by Social Welfare Department in respect of premises recognised by Social Welfare Department. Expenditure on rent and rates in respect of premises not recognised by Social Welfare Department should not be included in Annual Financial Report.

NOTES TO THE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

4. Other income

This includes programme income and all income other than recognised social welfare fee income received during the year. Non-Social Welfare Department subventions and donations received need not been included as other income in Annual Financial Report.

5. Personal emoluments

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

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

<u>Analysis of personal emoluments</u>	No of Posts	<u>2018</u> HK\$
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.	-	-

6. Other charges

The breakdown on other charges is as follows:

	<u>2018</u> HK\$	<u>2017</u> HK\$
a. Utilities	24,191.20	24,803.40
b. Administrative expenses	41,974.50	38,463.00
c. Stores and equipment	7,448.60	50,160.50
d. Repair and maintenance	62,895.37	38,342.53
e. Programme expenses	575,615.50	614,088.60
Programme income	(184,780.00)	(174,660.00)
	390,835.50	439,428.60
f. Transportation and travelling	6,817.60	10,217.20
g. Insurance	10,892.84	14,278.18
h. Miscellaneous	7,474.20	12,256.60
	<u>552,529.81</u>	<u>627,950.01</u>

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NOTES TO THE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

7. Analysis of reserve fund

	Analysis of reserve fund			
	Lump sum grant ("LSG") HK\$	Rent and rates HK\$	Central items HK\$	Total HK\$
<u>Income</u>				
Lump sum grant	2,388,952.00	-	-	2,388,952.00
Fee income	12,402.00	-	-	12,402.00
Other income	325,750.00	-	-	325,750.00
Interest received (note 1)	18.32	-	-	18.32
Rent and rates	-	7,464.00	-	7,464.00
Total income (a)	2,727,122.32	7,464.00	-	2,734,586.32
<u>Expenditure</u>				
Personal emoluments	2,064,827.46	-	-	2,064,827.46
Other charges	552,529.81	-	-	552,529.81
Rent and rates	-	16,400.00	-	16,400.00
Total expenditure (b)	2,617,357.27	16,400.00	-	2,633,757.27
Surplus / (Deficit) for the year (a) - (b)	109,765.05	(8,936.00)	-	100,829.05
Less: Surplus of provident fund	(9,246.62)	-	-	(9,246.62)
Surplus / (Deficit) for the year	100,518.43	(8,936.00)	-	91,582.43
Surplus / (Deficit) b/f (note 2)	435,718.76	(37,497.00)	144,097.10	542,318.86
Less: Rent and rates surplus repaid to S.W.D	-	(1,483.00)	-	(1,483.00)
Programme assistants repaid to S.W.D	-	-	(146,905.50)	(146,905.50)
Surplus / (Deficit) c/f (note 3)	536,237.19	(47,916.00)	(2,808.40)	485,512.79

Notes:

1. All the interest received on LSG and PF reserves, rent and rates, and central items are 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 are included in the surplus b/f under LSG.
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.