

## ANNUAL FINANCIAL REPORT

## Hong Kong Mutual Encouragement Association, Limited

(1 April 2020 to 31 March 2021)

	Notes	2020-21 \$	2019-20 \$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	<b>1b</b>	10,243,556	10,134,416
b. Provident Fund	<b>1c</b>	651,580	651,589
2. Fee Income	<b>2</b>	57,345	50,350
3. Central Items	<b>3</b>	-	-
4. Rent and Rates	<b>4</b>	90,688	89,882
5. Other Income	<b>5</b>	2,860	751,584
6. Interest Received		6,462	1,600
<b>TOTAL INCOME</b>		<u>11,052,491</u>	<u>11,679,421</u>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		8,520,606	7,860,194
b. Provident Fund	<b>1c</b>	577,772	539,366
c. Allowances		-	-
Sub-total	<b>6</b>	<u>9,098,378</u>	<u>8,399,560</u>
2. Other Charges	<b>7</b>	1,709,562	2,256,853
3. Central Items	<b>3</b>	-	-
4. Rent and Rates	<b>4</b>	91,108	108,131
<b>TOTAL EXPENDITURE</b>		<u>10,899,048</u>	<u>10,764,544</u>
<b>C. SURPLUS/ (DEFICIT) FOR THE YEAR</b>	<b>8</b>	<u>153,443</u>	<u>914,877</u>

The Annual Financial Report from pages [2] to [10] has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



CHAIRMAN

DATE: 30 September 2021

SIGNATURE



NGO HEAD/ HEAD OF SOCIAL WELFARE SERVICES

DATE: 30 September 2021

## NOTES ON THE ANNUAL FINANCIAL REPORT

### 1. Lump Sum Grant (LSG)

**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 received and contributed for staff under the Central Items have been shown under **Note 3**. Details are analysed below :

<u>Provident Fund Contribution</u>	<b>Snapshot Staff</b>	<b>6.8% and Other Posts</b>	<b>Total</b>
	\$	\$	\$
Subvention Received	72,441	579,139	651,580
Provident Fund Contribution Paid during the Year	<u>(70,287)</u>	<u>(507,485)</u>	<u>(577,772)</u>
Surplus/ (Deficit) for the Year	2,154	71,654	73,808
<b>Add</b> : Surplus/ (Deficit) b/f Additional subvention received for previous year(s)	(1,560)	552,232	550,672
	-	-	-
<b>Less</b> : Refund to Government SWD/S/102/1 (2020)	(5,921)	-	(5,921)
<b>Surplus/ (Deficit) c/f</b>	<u><u>(5,327)</u></u>	<u><u>623,886</u></u>	<u><u>618,559</u></u>

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

<b>a. Income</b>	<b>2020-21</b>	<b>2019-20</b>
	<b>\$</b>	<b>\$</b>
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		
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 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  
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**

-	-
---	---

**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  
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

<b>2020-21</b>	<b>2019-20</b>
\$	\$

--	--

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**

-	-
---	---

# For NGOs with Visiting Medical Practitioner Service Team which arrange delivery of the service under the Programme to all private and self-financing RCHEs, RCHDs as well as contract homes operated by private operators only

#### 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.

The breakdown on Other Income is as follows:

	2020-21	2019-20
	\$	\$
<b>Other Income</b>		
(a) Fees and charges for services incidental to the operation of subvented services	2,860	751,584
(b) Subsidy from Central Items (CI) – After School Care Programme (ASCP) / Enhanced ASCP – Fee Waiving Subsidy Scheme (FWSS)*	-	-
(c) Others		
<b>Sub-Total</b>	<u>2,860</u>	<u>751,584</u>
<u>Less:</u> Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income*	-	-
<b>Total</b>	<u><u>2,860</u></u>	<u><u>751,584</u></u>

*\*For those programmes which are regarded as FSA-related activities only*

- 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 paid under LSG is appended below:

Analysis of Personal Emoluments paid under LSG	No of Posts	\$
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\$1,000,001 - HK\$1,100,000 p.a.	-	-
HK\$1,100,001 - HK\$1,200,000 p.a.	1	1,147,208
>HK\$1,200,000 p.a.	-	-

## 7. Other Charges

The breakdown on Other Charges is as follows:

	2020-21	2019-20
<b>Other Charges</b>	<b>\$</b>	<b>\$</b>
(a) Utilities	79,913	140,160
(b) Food	-	-
(c) Administrative Expenses	142,024	153,133
(d) Stores and Equipment	196,796	156,049
(e) Repair and Maintenance	426,059	294,629
(f) Special Allowances	-	-
(g) Programme Expenses	617,994	1,103,214
(h) Transportation and Travelling	12,139	44,972
(i) Insurance	155,225	150,173
(j) Miscellaneous	79,412	214,523
<b>Sub-Total</b>	<b>1,709,562</b>	<b>2,256,853</b>
<u>Less:</u> Utilised allocation under CI -		
ASCP / Enhanced ASCP - FWSS*	-	-
which forms as part of Other		
Income to fund the operating		
expenses of FSA-related activities		
<b>Total</b>	<b>1,709,562</b>	<b>2,256,853</b>

*\*For those programmes which are regarded as FSA-related activities only*

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

	Lump Sum Grant (LSG)	Adjustment for Utilised allocation under ASCP / Enhanced ASCP - FWSS	Rent and Rates	Central Items (CI)	Total
	\$	\$	\$	\$	\$
<b>Income</b>					
Lump Sum Grant	10,895,136	-	-	-	10,895,136
Fee Income	57,345	-	-	-	57,345
Other Income	2,860	-	-	-	2,860
Interest Received (Note (1))	6,462	-	-	-	6,462
Rent and Rates	-	-	90,688	-	90,688
Central Items	-	-	-	-	-
<b>Total Income (a)</b>	<b>10,961,803</b>	-	<b>90,688</b>	-	<b>11,052,491</b>
<b>Expenditure</b>					
Personal Emoluments	9,098,378	-	-	-	9,098,378
Other Charges	1,709,562	-	-	-	1,709,562
Rent and Rates	-	-	91,108	-	91,108
Central Items	-	-	-	-	-
<b>Total Expenditure (b)</b>	<b>10,807,940</b>	-	<b>91,108</b>	-	<b>10,899,048</b>
<b>Surplus/(Deficit) for the Year (a) - (b)</b>	<b>153,863</b>	-	<b>(420)</b>	-	<b>153,443</b>
<u>Less</u> : Surplus/ (Deficit) of Provident Fund	(73,808)	-	-	-	(73,808)
	80,055	-	(420)	-	79,635
<b>Surplus/ (Deficit) b/f (Note (2))</b>	<b>3,041,936</b>	-	<b>(1,869)</b>	-	<b>3,040,067</b>
	3,121,991	-	(2,289)	-	3,119,702
<u>Add</u> : Refund from Government	-	-	27,324	-	27,324
<u>Less</u> : Refund to Government SWD/SF/SAS/4-65/76(346) II	(52,421)	-	(9,681)	-	(62,102)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement (Note (3))	-	-	-	-	-
Adjustment for utilised allocation under <u>Enhanced</u> ASCP – FWSS* (over-estimated) / under-estimated in previous year(s)	-	-	-	-	-
<b>Surplus/ (Deficit) c/f (Note (4))</b>	<b>3,069,570</b>	-	<b>15,354</b>	-	<b>3,084,924</b>

**Notes:**

# Including an amount \$Z being the utilised allocation under CI - ASCP / Enhanced ASCP – FWSS\*

\* For those programmes which are regarded as FSA-related activities only



- (1) Interest received on LSG and Provident Fund reserves, rent and rates, central items are included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance of LSG Surplus b/f from previous years (including holding account) 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 for Central Items.
- (4) The level of LSG cumulative reserve (i.e. S), less LSG Reserve kept in the holding account, will be capped at 25% of the NGO's operating expenditure (excluding Provident Fund expenditure) for the year.