

ANNUAL FINANCIAL REPORT

NGO : WOMEN'S WELFARE CLUB, WESTERN DISTRICT, HONG KONG (772)

1 APRIL 2020 TO 31 MARCH 2021

	Notes	Total 2020-21 \$	Total 2019-20 \$	Remarks
A. INCOME				
1. Lump Sum Grant				
a. Lump Sum Grant (excluding Provident Fund)	1b	12,312,577	12,182,396	
b. Provident Fund	1c	778,848	778,857	
2. Fee Income	2	73,669	112,534	
3. Central Items	3	37,857	37,857	
4. Rent and Rates	4	211,457	210,644	
5. Other Income	5	119,825	905,359	
6. Interest Received		40	4,144	
TOTAL INCOME		13,534,273	14,231,791	
B. EXPENDITURE				
1. Personal Emoluments				
a. Salaries		10,084,301	9,788,983	
b. Provident Fund	1c	671,112	645,551	
c. Allowances		-	-	
Sub-total	6	10,755,413	10,434,534	
2. Other Charges	7	2,336,624	3,323,360	
3. Central Items	3	63	5,845	
4. Rent and Rates	4	217,240	238,669	
TOTAL EXPENDITURE		13,309,340	14,002,408	
C. SURPLUS/(DEFICIT) FOR THE YEAR	8	224,933	229,383	

The Annual Financial Report from pages 2 to 8 has been prepared in accordance with the requirement as set out in the Lump Sum Grant Manual.

Chairman:

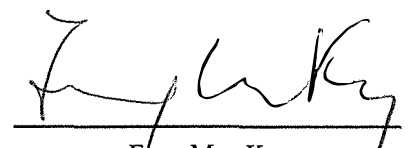


Tsang Fung Kwan

Date:

11 October 2021

NGO Head -
Treasurer:



Fong Man Kay

Date:

11 October 2021

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.

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>	<u>Snapshot Staff</u> \$	<u>6.8% and Other Posts</u> \$	<u>Total</u> \$
Subvention Received	-	778,848	778,848
Provident Fund Contribution Paid during the year	-	671,112	671,112
Surplus/(Deficit) for the Year	-	107,736	107,736
Add: Surplus/(Deficit) b/f Additional subvention received for previous year(s)	-	1,477,271	1,477,271
Less: Refund to Government	-	-	-
Surplus/(Deficit) c/f	-	1,585,007	1,585,007

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.

NOTE ON THE ANNUAL FINANCIAL REPORT

- 3. Central Items** These are subvented services 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:

	2020-21	2019-20
	\$	\$
a. <u>Income</u>		
Time-defined Subsidy Scheme for Extended Hours Services Users	11,357	11,357
Time-defined Subsidy Scheme for Occasional Child Care Service	26,500	26,500
	37,857	37,857
	37,857	37,857
b. <u>Expenditure</u>		
Time-defined Subsidy Scheme for Extended Hours Services Users	63	5,845
Time-defined Subsidy Scheme for Occasional Child Care Service	-	-
	63	5,845
	63	5,845

- 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
	\$	\$
Other Income		
(a) Fees and charges for services incidental to the operation of subvented services	60,575	797,479
(b) Subsidy from Central Items (CI) - After School Care Programme (ASCP) / Enhanced ASCP - Fee Waiving Subsidy Scheme (FWSS)*	-	-
(b) Others	59,010	107,880
	119,585	905,359
Sub-Total	119,585	905,359
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income*	-	-
	119,585	905,359
Total	119,585	905,359

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

NOTE ON THE ANNUAL FINANCIAL REPORT

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:

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No. of Posts</u>	<u>\$</u>
HK\$700,001- HK\$800,000 p.a.	None	-
HK\$800,001- HK\$900,000 p.a.	None	-
HK\$900,001- HK\$1,000,000 p.a.	None	-
HK\$1,000,001- HK\$1,100,000 p.a.	None	-
HK\$1,100,001- HK\$1,200,000 p.a.	None	-
>HK\$1,200,000 p.a.	None	-

7. Other Charges

The breakdown on Other Charges is as follows:

<u>Other Charges</u>	<u>2020-21</u>	<u>2019-20</u>
	\$	\$
(a) Utilities	29,087	73,558
(b) Food	2,608	14,780
(c) Administrative Expenses	248,117	263,762
(d) Stores and Equipment	423,875	251,999
(e) Repair and Maintenance	328,177	250,699
(f) Special Allowances	-	-
(g) Programme Expenses	1,083,188	2,182,017
(h) Transportation and Travelling	934	1,167
(i) Insurance	149,793	205,081
(j) Miscellaneous	70,845	80,297
Sub-Total	2,336,624	3,323,360
Less: Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS* which forms as part of Other Income to fund the operating expenses of FSA-related activities	-	-
Total	2,336,624	3,323,360

*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
	\$	\$	\$	\$	\$
Income					
Lump Sum Grant	13,091,425	-	-	-	13,091,425
Fee Income	73,669	-	-	-	73,669
Other Income	119,825	-	-	-	119,825
Interest Received (Note (1))	40	-	-	-	40
Rent and Rates	-	-	211,457	-	211,457
Central Items	-	-	-	37,857	37,857
Total Income (a)	13,284,959	-	211,457	37,857	13,534,273
Expenditure					
Personal Emoluments	10,755,413	-	-	-	10,755,413
Other Charges	2,336,624	-	-	-	2,336,624
Rent and Rates	-	-	217,240	-	217,240
Central Items	-	-	-	63	63
Total Expenditure (b)	13,092,037	-	217,240	63	13,309,340
Surplus/(Deficit) for the Year (a) - (b)	192,922	-	(5,783)	37,794	224,933
Less: Surplus/(Deficit) of Provident Fund	107,736	-	-	-	107,736
	85,186	-	(5,783)	37,794	117,197
Surplus/(Deficit) b/f (Note (2))	2,400,130	-	(29,072)	32,012	2,403,070
	2,485,316	-	(34,855)	69,806	2,520,267
Add: Refund from Government	-	-	31,683	-	31,683
Less: Refund to Government	-	-	(3,658)	(32,012)	(35,670) ¹
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplement (Note (3))	-	-	-	-	-
Adjustment for utilised allocation under <u>Enhanced</u> ASCP - FWSS* (over-estimated) / under-estimated in previous year(s)	-	-	-	-	-
Surplus/(Deficit) c/f (Note (4))	2,485,316	-	(6,830)	37,794	2,516,280

¹ Letter ref: WD SF/SAS/ 4-55/1(772) dated 27 November 2020

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 Lump Sum Grant 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 Infirmity Care Supplement, if any, as per Schedule of Central Items.
- (4) The level of LSG cumulative reserves (i.e. S), less LSG Reserve kept in the holding account, will be capped at 25% of the NGC operating expenditure (excluding Provident Fund expenditure) for the year.