

To: Finance Branch, Social Welfare Department
23/F Southorn Centre 130 Hennessy Road Wan Chai Hong Kong

**Application for Approval of Inclusive Monthly Fee for Private/Non-profit-making
Stand-alone Child Care Centres for 2023/24 School Year**

I. General Information (Please read the Personal Information Collection Statement at Annex IV before completing this application)

1. Name of Child Care Centre (the Centre): _____
Registered Address: _____
2. Date registered under the 《Child Care Services Ordinance》 (dd/mm/yyyy): _____
3. Date of commencement of operation (dd/mm/yyyy): _____
4. Name of parent organisation: _____
5. The Centre *is / is not exempt under Section 88 of the 《Inland Revenue Ordinance》 from any tax by reason of being a charitable institution or trust of a public character. (If yes, please provide a copy of the tax exemption certificate.)
6. The premises with a *gross / net floor area of _____ *sq. ft. / sq. m. are *privately owned / rented / public housing /others (please specify)_____
7. Outside normal opening hours of the Centre, the premises *are not used for any other operation / are used for operation of: _____
at an estimated income for the next school year of \$_____. Of such income or profits, \$_____ are shared by the Centre.
8. Contact person in connection with this application:
Name: _____ Post: _____ Tel. No.: _____
Email Address (if any): _____

I/We would like to confirm that:

(please put a ✓ in below for indicating whether your Centre will reduce/maintain or increase the existing inclusive monthly fee)

our Centre will *reduce / maintain the existing fee in 2023/24 School Year and Annex I and Schedule 4 (where applicable) have been prepared.

our Centre proposes to increase the inclusive monthly fee in 2023/24 School Year and certify that this application form together with the attached schedules as shown below have been prepared in accordance with the guidelines at Annex III.

- Schedule 1 Income and Expenditure Estimates
- Schedule 2 Staff List (Excluding Directors)
- Schedule 3 Directors' Fees and Allowances
- Schedule 4 Schedule of Net Income from Sundry Sales/Services
- Schedule 5 Schedule of Provision for Depreciation

I/We would like to confirm that the employees, directors, sole proprietor / partners of our Centre and other relevant persons have been informed that their personal data will be provided to the Social Welfare Department for the purpose of this application.

Authorised Signature and
Official Stamp of Child Care Centre

Name: _____
Post: _____
Date: _____

II. Proposed fees and expected enrolment

1. Proposed fees in 2023/24 School Year

Service Type (Please indicate the start and end time of the service hours for Full Day or / and Half Day Services) *	Capacity Approved by SWD	Existing Inclusive Monthly Fee (Note 1) \$	Proposed Inclusive Monthly Fee (Note 1) \$	Existing Monthly Meal Charge (Note 1) \$	Proposed Monthly Meal Charge (Note 1) \$
(i) Full Day Child Care Service					
Children aged 0-2					
Service hours (-)					
Children aged 2-3					
Service hours (-)					
(ii) Half Day Child Care Service					
Children aged 0-2					
Service hours (-)	AM				
Service hours (-)	PM				
Children aged 2-3					
Service hours (-)	AM				
Service hours (-)	PM				
Children aged 2-6					
(Special Child Care Service)					
Service hours (-)	AM				
Service hours (-)	PM				
(iii) Others (Please specify)					

* Please specify if the child care centre does not operate five days per week.

2. Enrolment for the period of April 2022 – March 2023 (Note 2)

<u>Service Type</u>	2022									2023			<u>Total</u>
	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	
(i) Full Day Child Care Service													
Children aged 0-2													
Children aged 2-3													
(ii) Half Day Child Care Service													
Children aged 0-2													
AM													
PM													
Children aged 2-3													
AM													
PM													
Children aged 2-6													
(Special Child Care Centre)													
AM													
PM													
(iii) Others (Please specify)													

3. Estimated total enrolment in specified periods below

<u>Service Type</u>	<u>Apr 2023 to Aug 2023</u>	<u>Sept 2023 to Mar 2024</u>	<u>Apr 2024 to Aug 2024</u>
(i) Full Day Child Care Service			
Children aged 0-2	_____	_____	_____
Children aged 2-3	_____	_____	_____
(ii) Half Day Child Care Service			
Children aged 0-2	AM _____	_____	_____
PM	_____	_____	_____
Children aged 2-3	AM _____	_____	_____
PM	_____	_____	_____
Children aged 2-6	AM _____	_____	_____
(Special Child Care Centre)	PM _____	_____	_____
(iii) Others (Please specify)	_____	_____	_____

4. Effective date of proposed fees for 2023/24 School Year (dd/mm/yyyy): _____

5. Number of monthly instalments for 2023/24 School Year: _____

Note

1. A monthly meal charge for children receiving **full day** care should be separately listed out from the inclusive monthly fee.
2. Please state the period covered if the accounting year did not end on 31.3.2023.

INCOME AND EXPENDITURE ESTIMATES

(Name of Child Care Centre)

ATTENTION: Please read the guidelines at Annex III before you complete this form.

I. INCLUSIVE MONTHLY FEE

	Actual as per account 1.4.2022 - 31.3.2023 (Note 1)	Estimates 1.9.2023 - 31.8.2024 (Note 2)	Remarks (Please state computations and assumptions for estimates)
Average enrolment per month			
	\$	\$	
INCOME			
Fee Income			As shown in Schedule 4
Net Income from Sundry Sales/Services			
Other Income (Please specify, e.g. Anti-epidemic Fund - Child Care Centre Special Grant)			

TOTAL INCOME (A)			
EXPENDITURE			
Personal Emoluments			} As shown in Schedule 2 As shown in Schedule 3
Staff Salaries			
Provident Fund/Mandatory Provident Fund			
Directors' Fees & Allowances			
Others (Please specify)			

Total Personal Emoluments			
Other Charges			
Administrative Expenses			
Postage			
Telephone, Fax & Internet Service Charges			
Cleaning Charges			
Auditor's Fee			
Others (Please specify)			

Sub-total			
Utilities			
Electricity			
Gas & Fuel			
Water & Sewage			
Sub-total			

INCOME AND EXPENDITURE ESTIMATES

I. INCLUSIVE MONTHLY FEE (Cont'd)

	Actual as per account 1.4.2022 - 31.3.2023 (Note 1)	Estimates 1.9.2023 - 31.8.2024 (Note 2)	Remarks (Please state computations and assumptions for estimates)
	\$	\$	
Stores & Equipment			
Printing & Stationery			
Newspaper & Periodicals			
Maintenance & Repairs			
Others (Please specify)			

Sub-total			
Food for Children			
(For children attending half-day session only)			
Provision of Snack			
Sub-total			
Food for Staff			
Programme Expenses for Children			
Teaching Materials & Toys			
Activities Expenses			
Others (Please specify)			

Sub-total			
Transport & Travelling			
Vehicle Running Expenses			
Travelling Expenses (by public transport)			
Others (Please specify)			

Sub-total			
Insurance			
Employees' Compensation			
Insurance for Children			
Public Liability Insurance			
Others (Please specify)			

Sub-total			

INCOME AND EXPENDITURE ESTIMATES

I. INCLUSIVE MONTHLY FEE (Cont'd)

	Actual as per account 1.4.2022 - 31.3.2023 (Note 1)	Estimates 1.9.2023 - 31.8.2024 (Note 2)	Remarks (Please state computations and assumptions for estimates)
	\$	\$	
<i>Miscellaneous</i> (Please specify)			
(a) <u>e.g. nappies, laundry</u>			
(b) _____			
(c) _____			
(d) _____			
(e) _____			
Sub-total			
Total Other Charges			
Provision for Depreciation			As shown in Schedule 5
Rent			
Rates & Government Rent			
Building Management Fee			
TOTAL EXPENDITURE (B)			
OPERATING SURPLUS/(DEFICIT) (A) - (B)			

INCOME AND EXPENDITURE ESTIMATES

II. MONTHLY MEAL CHARGE

(Applicable to centres with children attending full-day classes only)

	Actual as per account 1.4.2022 - 31.3.2023 (Note 1)	Estimates 1.9.2023 - 31.8.2024 (Note 2)	Remarks (Please state computations and assumptions for estimates)
	\$	\$	
INCOME			
For children aged 0-2			
For children aged 2-3			
Other Income (Please specify)			

TOTAL MEAL INCOME (C)			
EXPENDITURE			
Personal Emoluments			
(For the Cook only)			
Staff Salaries			
Provident Fund/Mandatory Provident Fund			
Others (Please specify) (Note 3)			

Total Personal Emoluments			
Other Charges			
Meal Expenses for Children			
TOTAL EXPENDITURE (D)			
OPERATIONG SURPLUS/(DEFICIT) (C) - (D)			

Notes

1. Please state the period covered if the accounting year did not end on 31.3.2023. The period should be in full year.
2. Please state the period covered if the school year will not commence on 1.9.2023. The period should be in full year.
3. Justification is required for additional staff for preparation of meals.

STAFF LIST (EXCLUDING DIRECTORS)

(Name of Child Care Centre)

Name	Post	Monthly Salary as at 1.4.2023	Actual Salaries Paid 1.4.2022 - 31.3.2023 (Note 1)	Actual Provident Fund /Mandatory Provident Fund Contribution 1.4.2022 - 31.3.2023 (Note 1)	Proposed date of next annual salary increase and percentage	Estimated Salaries 1.9.2023 - 31.8.2024 (Note 2)	Estimated Provident Fund /Mandatory Provident Fund Contribution 1.9.2023 - 31.8.2024 (Note 2)
		\$	\$	\$		\$	\$
Total as per Income & Expenditure Estimates (Schedule 1)							

Notes

1. Please state the period covered if the accounting year does not end on 31.3.2023.
2. Please state the period covered if the school year will not commence on 1.9.2023.

DIRECTORS' FEES AND ALLOWANCES

(Name of Child Care Centre)

Name	Monthly Fee & Allowance as at 1.4.2023	Proposed date of increase and percentage	Actual Fees & Allowances 1.4.2022 - 31.3.2023 (Note 1)	Estimated Fees & Allowances 1.9.2023 - 31.8.2024 (Note 2)
	\$		\$	\$
Total as per Income & Expenditure Estimates (Schedule 1)				

**REMUNERATION RECEIVED BY THE
SOLE PROPRIETOR / DIRECTORS / PARTNERS FROM
OTHER CHILD CARE CENTRES (IF ANY)**

Name	Name of Child Care Centre	Post	Amount received in 1.4.2022 - 31.3.2023 (Note 1)
			\$

1. Name(s) of *Sole Proprietor/Directors/Partners: _____

2. Name(s) of other child care centres in which the Sole Proprietor or any of the Directors/Partners has financial interest: _____

Notes

1. Please state the period covered if the accounting year did not end on 31.3.2023.
2. Please state the period covered if the school year will not commence on 1.9.2023.

* Please delete whichever is inappropriate.

**SCHEDULE OF NET INCOME FROM SUNDRY SALES/SERVICES
for the period of 1 April 2022 - 31 March 2023 (Note 1)**

(Name of Child Care Centre)

	Children's Uniforms/ Aprons/Bags	Story & Picture Books and Stationery	Others (Note 4)	Remarks
	\$	\$	\$	
Income for Sales/Services (A) (Note 2)				
Cost of Sales/Services				
Opening Stock (Note 3)				
Add: Purchases				
Less: Closing Stock (Note 3)				
Cost of Sales/Service (B)				
Net Income from Sales/Services (A) - (B)				

Notes

1. Please state the period covered if the accounting year does not end on 31.3.2023.
2. Please quote reference of SWD's approval in the 'Remarks' column.
3. Please state the basis of valuation, such as cost or net realisable value.
4. A description of the nature of the sales/services (including extended hours/occasional child care services) should be given.

**SCHEDULE OF PROVISION FOR DEPRECIATION
for the year ended 31 March 2023 (Note 1)**

(Name of Child Care Centre)

For Accounting Year 2022/23

	Furniture and Fittings	Plant and Equipment	Others <small>(Please specify)</small>	Remarks <small>(Note 3)</small>
	\$	\$	\$	
Cost				
At Cost b/f				
Add: Acquisition for 2022/23 (Note 2)				
Less: Disposal for 2022/23				
Balance c/f (A)				
Provision for Depreciation				
Accumulated Depreciation b/f (Note 3)				
Charge for 2022/23				
Balance c/f (B)				
Net Book Value (A) - (B)				

For Accounting Year 2023/24

	Furniture and Fittings	Plant and Equipment	Others <small>(Please specify)</small>	Remarks <small>(Note 3)</small>
	\$	\$	\$	
PLANNED Acquisition (Note 4)				
PLANNED Disposal				

Notes

1. Please state the period covered if the accounting year did not end on 31.3.2023.
2. Please provide supporting documents for the acquisition of fixed assets in 2022/23.
3. Please state the depreciation policies for fixed assets in the 'Remarks' column.
4. Please provide quotations for additional capital expenditure to be incurred in 2023/24, if applicable.

Documents to be submitted together with the Fees Application [Annex I]

- (1) Income and Expenditure Estimates (Schedule 1), Staff List (Schedule 2), details of Directors' Fees and Allowances (Schedule 3), Net Income from Sundry Sales/ Services (Schedule 4) and Provision for Depreciation (Schedule 5).
- (2) One copy of the centre's latest available audited accounts showing the state of affairs and results of operations of the centre. If the audit of the accounts of the latest financial year has not yet been completed at the time of submission of this application, certified copies of accounts drawn up in respect of profits tax returns may be accepted.
- (3) Supporting documentation for rent, rates, building management fee and all other material items of expenditure including capital expenditure, e.g. photocopies of tenancy agreement, rates demand notes and supporting vouchers.
- (4) All supporting documents in relation to the fees application should be submitted and reached SWD on or before the deadline set in SWD's invitation letter in March 2023. Fresh information submitted after the deadline will not be accepted, unless the information is to clarify any enquiries raised by SWD in the course of processing the application.

Guidelines on Preparing Income and Expenditure Estimates for Private/Non-profit-making Stand-alone Child Care Centres

Profit Margin

The profit margin for private stand-alone child care centres is capped at 15% of assessed cost while that for non-profit-making child care centres is capped at 5% of assessed cost.

Inclusive Monthly Fee [Part (I) of Schedule 1]

(1) Fee Income

Please show calculation in the 'Remarks' column of Income and Expenditure Estimates using the formula:-

$$\begin{aligned} \text{Actual fee income} &= \boxed{\text{Actual average enrolment per month}} \times \\ &\quad \boxed{\text{Approved monthly fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \\ \\ \text{Estimated fee income} &= \boxed{\text{Estimated average enrolment per month}} \times \\ &\quad \boxed{\text{Proposed monthly fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \end{aligned}$$

Where the centre operates **more than one type** of services, the fee income in Schedule 1 must be supported by a **breakdown** of calculations for each type of service using the above formula.

Collection of Inclusive Monthly Fee

If a place is offered by the centre to a child, the centre may collect the inclusive monthly fee, in part or in full, **at most three months in advance** before the commencement of the first month of the service. For example, if a child commences attendance on 1 September, the centre may collect the September fee on 1 June at the earliest. The fee may be forfeited if the child subsequently fails to take up the place, but this policy should be clearly communicated to the parents when the fee is collected.

(2) Income/Expenditure from Sundry Sales/Services

Any charging or acceptance of money or fee in addition to the inclusive monthly fee must be approved, in writing, by the Director of Social Welfare. Moreover, purchases by parents should be on a strictly voluntary basis. Centres must keep proper books of accounts which must reflect all sales and purchases of items sold as well as the income and expenditure relating to the provision of services.

Net income derived from the sale of items (e.g. uniforms, aprons, bags and books) and provision of services should be shown in the Income and Expenditure Estimates at Schedule 1 with supporting details as per Schedule 4. It should be noted that expenditure in respect of these sales and services should **not** be included in the Income and Expenditure Estimates.

Income and expenditure related to other operations, e.g. evening operations, extended hours/occasional child care services carried out at the centre premises should be kept in separate books and should **not** be included in the Income and Expenditure Estimates.

(3) Other Income

Please specify the nature as well as the basis of estimating the income.

(a) Charges on Centre Activities / Programmes for Children

Expenditure on centre activities / programmes for children should be charged against the inclusive monthly fee. **No separate charge** for centre activities / programmes should be made without the prior approval, in writing, of the Director of Social Welfare.

(b) Others

Income such as interest on bank deposits should be stated separately in the estimates at Schedule 1.

(4) Other Operating Expenses

(a) Stores and Equipment

Significant items of capital expenditure in respect of stores and equipment should **not** be included under this heading but a charge should be made under the provision of depreciation. Purchases of items for resale to children should be excluded from this expenditure heading and these should be shown in a supporting statement as per Schedule 4.

(b) Food for Children

No separate monthly meal charges are allowed for child care centres providing meal for children attending **half day session**. All expenses of food for children attending half day session should be charged against the inclusive monthly fee.

(c) Programme Expenses for Children

These normally include items such as teaching materials, art materials, consumable toys and materials for games, as well as incidental expenses for birthday parties and festivals.

(d) Insurance

Details of the insurance policies together with supporting documents e.g. quotations from insurance companies or copies of the policies should be provided.

(e) Miscellaneous Expenses

A list of items included under this heading should be provided.

(f) Provision for Depreciation

Details of the computation of depreciation and the respective depreciation policies for the fixed assets should be given in a supporting statement as per Schedule 5. Supporting documents for the acquisition of fixed assets in 2022/23 and if applicable, quotations for additional capital expenditure to be incurred in 2023/24 should also be provided.

(g) Rent, Rates & Government Rent and Building Management Fee

Supporting documents for rent, rates, government rent and building management fee, e.g. photocopy of tenancy agreement, rates demand note and supporting vouchers, etc. should be provided. Please note that if part of the rented premises is used for operations other than the child care centre service, the related costs should be shown separately and supported by relevant details.

Monthly Meal Charges [Part (II) of Schedule 1]

(Applicable to centres providing meals for children attending full day classes only)

(1) Income from Monthly Meal Charge

Separate monthly meal charge is applicable for child care centres providing meals for children attending **full day classes**. Please show calculation in the 'Remarks' column of Income and Expenditure Estimates using the formula:-

$$\text{Actual income from meal charge} = \boxed{\text{Actual average number of children attending full day classes}} \times \boxed{\text{Approved monthly meal fee per child}} \times \boxed{\text{Number of months}}$$

$$\text{Estimated income from meal charge} = \boxed{\text{Estimated average number of children attending full day classes per month}} \times \boxed{\text{Proposed monthly meal fee per child}} \times \boxed{\text{Number of months}}$$

(2) Personal Emoluments of Staff for Preparation of Meals

These include salaries and provident fund/mandatory provident fund of the cook for preparation of meals for children attending full day classes. Justification should be given in the 'Remarks' column if additional staff are required for preparation of meals.

(3) Meal Expenses for Children

Only meal expenses for children should be included in the assessment of monthly meal charge.

Social Welfare Department

Personal Information Collection Statement

Please read this notice before you provide any personal data¹ to the Social Welfare Department

Purposes of Collection

1. The personal data supplied by you / your organisation will be used by the Social Welfare Department (SWD) to process your application for fees approval, including but not limited to monitoring and reviewing of the processing of the abovementioned application, handling complaints related to the processing of the abovementioned application, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you / your organisation fail to provide the personal data requested of you / your organisation, we may not be able to process your / your organisation's application.

Classes of Transferees

2. The personal data you / your organisation provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above -

- (a) Other parties such as government bureaux/departments, non-government organisation and public utility companies **if** they are involved in:
 - (i) processing and/or assessing the application for fees approval from you / your organisation; or
 - (ii) monitoring and reviewing of the processing of application for fees approval;

¹ Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.

- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the processing of the application for fees approval from you / your organisation;
- (c) Where such disclosure is authorised or required by law; or
- (d) Where you have given your prescribed consent to such disclosure.

Access to Personal Data

3. You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

Post title : Executive Officer (Home Payment & Administrative Support)

Address : Room 2302, 23/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong

(Effective from 19 June 2017)