

ANNUAL FINANCIAL REPORT

NGO: _____

(1 April 2025 to 31 March 2026)

	Notes	2025-26 \$	2024-25 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	A	
b. Provident Fund	1c	B	
2. Fee Income	2	D	
3. Central Items	3	E	
4. Rent and Rates	4	F	
5. Other Income	5	G-Z	
6. Interest Received		H	
TOTAL INCOME		<u>I-W1</u>	<u> </u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		J	
b. Provident Fund	1c	K1	
c. Allowances		L	
d. Other Staff Costs		x	
Sub-total	6	<u>M1+M2</u>	<u> </u>
2. Other Charges	7	N1+N2-Z	
3. Central Items	3	O	
4. Rent and Rates	4	P	
TOTAL EXPENDITURE		<u>T-T3</u>	<u> </u>
C. SURPLUS / (DEFICIT) FOR THE YEAR	8	<u>U-U3</u>	<u> </u>

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

SIGNATURESIGNATURECHAIRMANNGO HEAD

DATE:

DATE:

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 services defined in Funding and Service Agreement (FSA) (including support services to FSA services) funded by the Social Welfare Department (SWD) under the Lump Sum Grant Subvention System and also FSA services / FSA-related activities funded by Other Funds or Donations for Designated Purposes. If NGOs receive funding from (i) specified government funds / subsidy schemes to implement services / projects or (ii) the Hong Kong Jockey Club Charities Trust or the Community Chest to implement welfare services / projects (should meet the conditions stipulated in paragraph 3.7.1 (b) of the Lump Sum Grant Subvention Manual) in 2025-26 and carry them forward to 2026-27, they are neither required to include these in the AFR nor apportion the costs of operating such services / projects, regardless of whether subvented resources are deployed or whether the services / projects provided are FSA services or FSA-related activities. Specified government funds / subsidy schemes are listed on SWD's website. 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. Other posts represent those staff that are employed after 1 April 2000. The Provident Fund received and contributed for staff under the Central Items and Other Funds or Donations for Designated Purposes which are separately included as part of the income and expenditure of the relevant disclosures have been shown under **Note 3 and 8**. Details are analysed below:

<u>Provident Fund Contribution</u>	Snapshot Staff	Other Posts	Total
	\$	\$	\$
Subvention Received	X	X	B
Provident Fund Contribution Paid during the Year	(X)	(X)	(K1)
Surplus / (Deficit) for the Year	X	X	R
<u>Add</u> : Surplus / (Deficit) b/f	X	X	X
Additional subvention received for previous year(s)	X	X	X
<u>Less</u> : Refund to Government	(X)	-	(X)
Transfer of Provident Fund Reserve for use in the same areas as LSG Reserve ¹	-	(R2)	(R2)
Surplus / (Deficit) c/f	X	X	X

¹ Surplus of the Snapshot Staff Provident Fund will be used to offset future Provident Fund provision for Snapshot Staff and therefore cannot be transferred for use in the same areas as LSG Reserve.

- 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 Subvention 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 5.5.4(c) of the LSG Subvention Manual). The income and expenditure of each of the Central Items are as follows:

a. Income	2025-26	2024-25
	\$	\$
Infirmary Care Supplement for the Aged Blind Persons		
Infirmary Care Supplement for Residential Elderly Services		
Foster Care Allowance / One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance		
After School Care Programme – Fee Waiving Subsidy Scheme		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Neighbourhood Support Child Care Project (NSCCP) – Subsidy for Fee Waiving		
NSCCP – Subsidy for Incentive Payment		
NSCCP – Subsidy for Training Allowance		
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		
Enhanced After School Care Programme – Fee Waiving Subsidy Scheme		
Navigation Scheme for Young Persons in Care Services – Training Cost		
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		
Time-defined Allocation of Ethnic Minority District Ambassador Posts – salary and provident fund		
Time-defined Allocation of Ethnic Minority District Ambassador Posts – other charges		
Short-term Food Assistance Service Teams – Food Cost		
Siu Lam Integrated Rehabilitation Services Complex – Management & Maintenance Cost for Common Area		

After School Care Programme for Pre-primary Children–Fee Subsidy

Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)

Travelling Subsidy of the designated Hotline for Carer Support (Carer Hotline)

Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities

Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly

Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre

Siu Lam Integrated Rehabilitation Services Complex - Central Item of Residential Respite Services

Transition Subsidy for School Leavers (CITSL)

Multi-faceted Support for Foster Families and Children under Foster Care Service (MSFC)

- Subsidy for Providing Professional Services
- Subsidy to Support the Learning and Development of Foster Children

Child Protection Support Service (ChildPRO)

Temporary Financial Aid under Care and Support Networking Team

Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers

Subsidy Scheme for Extended Hours Service Users

Short-term Rental Assistance for Discharged Prisoners

Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities

Time-defined Subsidy Scheme for Occasional Child Care Service

TotalE2025-26

\$

2024-25

\$

b. Expenditure

Infirmity Care Supplement for the Aged Blind Persons

Infirmity Care Supplement for Residential Elderly Services

Foster Care Allowance / One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance

After School Care Programme – Fee Waiving Subsidy Scheme

Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services

Neighbourhood Support Child Care Project (NSCCP) – Subsidy for Fee Waiving

NSCCP – Subsidy for Incentive Payment

NSCCP – Subsidy for Training Allowance

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
 Enhanced After School Care Programme – Fee Waiving Subsidy
 Scheme
 Navigation Scheme for Young Persons in Care Services -
 Training Cost
 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
 Time-defined Allocation of Ethnic Minority District Ambassador
 Posts – salary and provident fund
 Time-defined Allocation of Ethnic Minority District Ambassador
 Posts – other charges
 Short-term Food Assistance Service Teams – Food Cost
 Siu Lam Integrated Rehabilitation Services Complex –
 Management & Maintenance Cost for Common Area
 After School Care Programme for Pre-primary Children – Fee
 Subsidy
 Allowances for Specific Services Arising from the
 Implementation of the Minimum Wage Ordinance
 (Overnight On-site-on-call Allowance)
 Travelling Subsidy of the designated Hotline for Carer Support
 (Carer Hotline)
 Pilot Scheme on Training to Foreign Domestic Helpers in Care
 for Persons with Disabilities
 Special Grant for Providing Temporary Accommodation for
 Services Users of SAHK LOHAS Garden at Cheung Muk
 Tau Holiday Centre for the Elderly
 Special Grant for Temporary Relocation of Service Users of
 SAHK LOHAS Garden to Cheung Muk Tau Holiday
 Centre
 Siu Lam Integrated Rehabilitation Services Complex - Central
 Item of Residential Respite Services
 Transition Subsidy for School Leavers (CITSL)
 Multi-faceted Support for Foster Families and Children under
 Foster Care Service (MSFC)

- Subsidy for Providing Professional Services
- Subsidy to Support the Learning and Development of
 Foster Children

 Child Protection Support Service (ChildPRO)
 Temporary Financial Aid under Care and Support Networking
 Team – other charges
 Emergency Fund for NGOs operating Integrated Services Team
 for Street Sleepers
 Subsidy Scheme for Extended Hours Service Users

Short-term Rental Assistance for Discharged Prisoners
 Cash Subsidy for Integrated Support Services for Persons with
 Severe Physical Disabilities
 Time-defined Subsidy Scheme for Occasional Child Care Service

Total	0	
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- 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 represents all income, other than recognised fee income for subvented welfare services, received during the year in the operation of subvented services including income from other services that are incidental to the operation, programme income, etc. Other Funds or Donations for Designated Purposes may be included in AFR if they are used to finance expenditure of the FSA services / FSA-related activities and have been separately included in the relevant disclosures under the “Other Funds or Donations for Designated Purposes” column in Note 8 of the AFR.

The breakdown on Other Income is as follows:

	2025-26	2024-25
Other Income	\$	\$
(a) Programme income		
(b) Production income		
(c) Utilised allocation under Central Items (CI): After School Care Programme (ASCP) / Enhanced ASCP / ASCP(PC) – Fee Waiving Subsidy Scheme (FWSS)* which forms as part of Other Income	Z	
(d) Reimbursement of Maternity Leave Pay from Labour Department		
(e) Subsidy received for Abolition of MPF Offsetting Arrangement from Labour Department		
(f) Miscellaneous income (e.g. general donations, photocopying charges, etc.)		
Sub-Total	G	
<u>Less:</u> Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS which forms as part of Other Income*	(Z)	
Total	G-Z	

**For those programmes which are regarded as FSA services 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 \$1,000,000 each paid under LSG is appended below:

Analysis of Personal Emoluments paid under LSG	No of Posts	\$
HK\$1,000,001 - HK\$1,100,000 p.a.		
HK\$1,100,001 - HK\$1,200,000 p.a.		
HK\$1,200,001 - HK\$1,300,000 p.a.		
HK\$1,300,001 - HK\$1,400,000 p.a.		
HK\$1,400,001 - HK\$1,500,000 p.a.		
>HK\$1,500,000 p.a.		

- 7. Other Charges** This refers to expenses, other than personal emoluments, incurred in the operation and excluded expenditure for FSA services / FSA-related activities supported by Other Funds or Donations for Designated Purposes, which have been separately included in the relevant disclosures under the “Other Funds or Donations for Designated Purposes” column in Note 8 of the AFR.

The breakdown on Other Charges is as follows:

	2025-26	2024-25
	\$	\$
Other Charges²		
(a) Utilities		
(b) Food (including food for service users)		
(c) Administrative Expenses		
(d) Stores and Equipment		
(e) Minor Repair and Maintenance		
(f) Special Allowances		
(g) Programme Expenses		
(h) Transportation and Travelling		
(i) Insurance		
(j) Miscellaneous		
Sub-Total	N1+N2	
<u>Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) – FWSS* which forms as part of Other Income</u>	(Z)	
Total	N1+N2-Z	

**For those programmes which are regarded as FSA services only*

² Reference List of Recognised and Non-Recognised Items under Lump Sum Grant (LSG)/LSG Reserve is available on the SWD’s website.

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

	Lump Sum Grant (LSG)	Holding Account (HA)	Other Funds or Donations for Designated Purposes	Adjustment for Utilised allocation under ASCP / Enhanced ASCP / ASCP(PC) - FWSS	Rent and Rates	Central Items (CI)	Total
	\$	\$	\$	\$	\$	\$	\$
Income							
Lump Sum Grant	A+B	-	-	-	-	-	A+B
Fee Income	D	-	-	-	-	-	D
Other Income	#G	-	W1	(Z)	-	-	G+W1-Z
Interest Received (Note (1))	H	-	-	-	-	-	H
Rent and Rates	-	-	-	-	F	-	F
Central Items	-	-	-	-	-	E	E
Total Income (a)	x	-	W1	(Z)	x	x	I
Expenditure							
Personal Emoluments	M1	M2	M3	-	-	-	M1+M2+M3
Other Charges	N1	N2	N3	(Z)	-	-	N1+N2+N3-Z
Rent and Rates	-	-	-	-	P	-	P
Central Items	-	-	-	-	-	*O	O
Total Expenditure (b)	T1	T2	T3	(Z)	x	x	T
Surplus / (Deficit) for the Year (a) - (b)	U1	U2	U3	-	x	x	U
<u>Less</u> : Surplus/ (Deficit) of Provident Fund (PF)	R	-	-	-	-	-	R
Surplus/(Deficit) for the Year (excl. PF)	x	x	x	-	x	x	X
Surplus / (Deficit) b/f (Note (2))	x	x	W2	-	x	x	X
	x	x	x	-	x	x	X
<u>Add</u> : Refund from Government	x	-	-	-	x	x	X
<u>Less</u> : Refund to Government	(x)	-	-	-	(x)	(x)	(X)
Transfer for use in the same areas as LSG Reserve from PF Reserve / HA Reserve	R2 + V1	(V1)	-	-	-	-	R2
Combine HA Reserve with LSG Reserve in Year 4 when there is no Snapshot Staff	V2	(V2)	-	-	-	-	-
Transfer from LSG Reserve to cover the salary adjustment Infirmiry Care Supplement (Note (3))	(x)	-	-	-	-	x	-
Transfer from Other Funds / (to) LSG Reserve^	q	-	(q)	-	-	-	-
Adjustment for utilised allocation under <u>Enhanced</u> ASCP / ASCP(PC) – FWSS* (over-estimated) / under-estimated in previous year(s)	(y)	-	-	-	-	y	-
Surplus / (Deficit) c/f (Note (4))	S1	S2	S3	-	x	x	X

Notes:

- # Including an amount \$Z being the utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) – FWSS*
- * For those programmes which are regarded as FSA services only
- ^ Balance generated from those completed FSA services / FSA-related activities which are funded by Other Funds or Donations for Designated Purposes

- (1) Interest received on LSG, HA and PF 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 all interest received in previous years (see (1) above), the balance of HA and balance of Other Funds or Donations for Designated Purposes should be separately reported.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Infirmary Care Supplement, if any, as per Schedule for Central Items.
- (4) For NGOs without HA, separate disclosure of the movement of HA in their respective AFRs is not necessary. The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K1)) for the year.

For NGOs with HA, with effect from 2022-23, the calculation of the annual claw-back is as follows:

- (i) With Snapshot Staff (SS) [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year was greater than zero]
The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K1)) for the year.
- (ii) Without SS [i.e. Position of SS as at 1 September being reported on the Agency Staff List submitted by NGO last year (which is regarded as Year 0) was zero]
For the next three years (Year 1 to Year 3), the level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1) excluding Provident Fund Contribution (K1)) for the year. From the fourth financial year (Year 4) onwards, the level of LSG cumulative reserve and HA reserve will be counted altogether and the combined reserve amount (i.e. S1+S2) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (T1+T2) excluding Provident Fund Contribution (K1)) for the year. In this regard, separate disclosure of the movement of HA in their respective AFRs is not necessary.

[For details of (4)(i) and (4)(ii) above, please also refer to SWD's letter under reference (11) in SWD/S/109/1/10 of 4 April 2022.]

- (5) As a support measure for the implementation of the Productivity Enhancement Programme, the claw-back arrangement of LSG cumulative reserve amount exceeding 25% of the NGO's operating expenditure would be suspended from 2023-24 (for NGOs with 2024-25 provisional subvention allocation of \$50M or more) / 2024-25 (for NGOs with 2024-25 provisional subvention allocation of less than \$50M) until 2028-29 as stipulated in SWD's letter under reference (1) / (2) / (3) / (4) in SWD 0075-0010-0060-0080-0040 of 3 March 2025.