

**ANNUAL FINANCIAL REPORT**

NGO: \_\_\_\_\_

**(1 April 2021 to 31 March 2022)**

	Notes	2021-22 \$	2020-21 \$
<b>A. INCOME</b>			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	<b>1b</b>	A	
b. Provident Fund	<b>1c</b>	B	
2. Fee Income	<b>2</b>	D	
3. Central Items	<b>3</b>	E	
4. Rent and Rates	<b>4</b>	F	
5. Other Income	<b>5</b>	G-Z	
6. Interest Received		H	
<b>TOTAL INCOME</b>		<u>I</u>	<u>                    </u>
<b>B. EXPENDITURE</b>			
1. Personal Emoluments			
a. Salaries		J	
b. Provident Fund	<b>1c</b>	K	
c. Allowances		L	
Sub-total	<b>6</b>	<u>M</u>	<u>                    </u>
2. Other Charges	<b>7</b>	N-Z	
3. Central Items	<b>3</b>	O	
4. Rent and Rates	<b>4</b>	P	
<b>TOTAL EXPENDITURE</b>		<u>T</u>	<u>                    </u>
<b>C. SURPLUS/ (DEFICIT) FOR THE YEAR</b>	<b>8</b>	<u>U</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 Manual.

SIGNATURESIGNATURECHAIRMANNGO HEAD/ HEAD OF SOCIAL WELFARE SERVICES

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 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	X	X	B
Provident Fund Contribution Paid during the Year	(X)	(X)	(K)
Surplus/ (Deficit) for the Year	X	X	R
<b>Add</b> : Surplus/ (Deficit) b/f Additional subvention received for previous year(s)	X	X	X
<b>Less</b> : Refund to Government	(X)	-	(X)
<b>Surplus/ (Deficit) c/f</b>	<b>X</b>	<b>X</b>	<b>X</b>

- 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>2021-22</b>	<b>2020-21</b>
	<b>\$</b>	<b>\$</b>
Dementia Supplement for Elderly with Disabilities		
Infirmary Care Supplement for the Aged Blind Persons		
Dementia Supplement for Residential Elderly Services		
Infirmary Care Supplement for Residential Elderly Services		
Foster Care Allowance/Emergency Foster Care Allowance		
After School Care Programme – Fee Waiving Subsidy Scheme		
Temporary Financial Aid under Care and Support Networking Team		
Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers		
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 for Discharged Prisoners		
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		
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 - Contract Subsidy		
Child Care Training for Grandparents - Subsidy for Fee Reduction / Waiving		
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  
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  
One-off Subsidy for Strengthened Provision of Visiting Medical  
Practitioner Service for Residential Care Homes # (private  
and self-financing)  
One-off Subsidy for Strengthened Provision of Visiting Medical  
Officer Service for Residential Care Homes for the Elderly  
and Visiting Medical Practitioner Scheme for Residential  
Care Homes for Persons with Disabilities  
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  
[ASCP(PC)] Contract Subsidy  
ASCP(PC) Fee Subsidy  
ASCP(PC) Rent and Rates

**Total****E****2021-22****2020-21**

\$

\$

**b. Expenditure**

Dementia Supplement for Elderly with Disabilities  
Infirmary Care Supplement for the Aged Blind Persons  
Dementia Supplement for Residential Elderly Services  
Infirmary Care Supplement for Residential Elderly Services  
Foster Care Allowance/Emergency Foster Care Allowance  
After School Care Programme – Fee Waiving Subsidy Scheme  
Temporary Financial Aid under Care and Support Networking  
Team – other charges  
Emergency Fund for NGOs operating Integrated Services Team  
for Street Sleepers  
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 for Discharged Prisoners  
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  
 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 - Contract Subsidy  
 Child Care Training for Grandparents - Subsidy for Fee  
 Reduction / Waiving  
 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  
 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  
 One-off Subsidy for Strengthened Provision of Visiting Medical  
 Practitioner Service for Residential Care Homes # (private  
 and self-financing)  
 One-off Subsidy for Strengthened Provision of Visiting Medical  
 Officer Service for Residential Care Homes for the Elderly  
 and Visiting Medical Practitioner Scheme for Residential  
 Care Homes for Persons with Disabilities  
 Short-term Food Assistance Service Teams – Food Cost  
 Siu Lam Integrated Rehabilitation Services Complex –  
 Management & Maintenance Cost for Common Area

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After School Care Programme for Pre-primary Children

[ASCP(PC)] Contract Subsidy

ASCP(PC) Fee Subsidy

ASCP(PC) Rent and Rates

**Total**

**0**

# 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:

	<b>2021-22</b>	<b>2020-21</b>
	\$	\$
<b>Other Income</b>		
(a) Fees and charges for services incidental to the operation of subvented services		
(b) Utilised allocation under Central Items (CI) – After School Care Programme (ASCP) / Enhanced ASCP – Fee Waiving Subsidy Scheme (FWSS) which forms as part of Other Income *	Z	
(c) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received		
(d) Others		
<b>Sub-Total</b>	<b>G</b>	
<u>Less:</u> Utilised allocation under CI - ASCP / Enhanced ASCP - FWSS which forms as part of Other Income*	(Z)	
<b>Total</b>	<b>G-Z</b>	

*\*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:

<b>Analysis of Personal Emoluments paid under LSG</b>	<b>No of Posts</b>	<b>\$</b>
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.		
>HK\$1,200,000 p.a.		

**7. Other Charges**

The breakdown on Other Charges is as follows:

<b>Other Charges</b>	<b>2021-22</b>	<b>2020-21</b>
	<b>\$</b>	<b>\$</b>
(a) Utilities		
(b) Food		
(c) Administrative Expenses		
(d) Stores and Equipment		
(e) Repair and Maintenance		
(f) Special Allowances		
(g) Programme Expenses		
(h) Transportation and Travelling		
(i) Insurance		
(j) Miscellaneous		
<b>Sub-Total</b>	<b>N</b>	
<u>Less: Utilised allocation under CI -</u> ASCP / Enhanced ASCP - FWSS* which forms as part of Other Income to fund the operating expenses of FSA-related activities	<b>(Z)</b>	
<b>Total</b>	<b>N-Z</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	A+B		-	-	A+B
Fee Income	D		-	-	D
Other Income	#G	(Z)	-	-	G-Z
Interest Received (Note (1))	H		-	-	H
Rent and Rates	-		F	-	F
Central Items	-		-	E	E
<b>Total Income (a)</b>	<b>x</b>	<b>(Z)</b>	<b>x</b>	<b>x</b>	<b>I</b>
<b>Expenditure</b>					
Personal Emoluments	M		-	-	M
Other Charges	N	(Z)	-	-	N-Z
Rent and Rates	-		P	-	P
Central Items	-		-	*O	O
<b>Total Expenditure (b)</b>	<b>x</b>	<b>(Z)</b>	<b>x</b>	<b>x</b>	<b>T</b>
<b>Surplus/(Deficit) for the Year (a) - (b)</b>	<b>x</b>	<b>-</b>	<b>x</b>	<b>x</b>	<b>U</b>
Less : Surplus/ (Deficit) of Provident Fund	R		-	-	R
<b>Surplus/ (Deficit) b/f (Note (2))</b>	<b>x</b>	<b>-</b>	<b>x</b>	<b>x</b>	<b>X</b>
<u>Add</u> : Refund from Government	x		x	x	X
<u>Less</u> : Refund to Government	(x)		(x)	(x)	(X)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement (Note (3))	(x)		-	X	-
Adjustment for utilised allocation under Enhanced ASCP – FWSS* (over-estimated) / under-estimated in previous year(s)	(y)			y	-
<b>Surplus/ (Deficit) c/f (Note (4))</b>	<b>S</b>	<b>-</b>	<b>x</b>	<b>x</b>	<b>X</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.