

FUNG YING SEEN Koon
NEIGHBOURHOOD ELDERLY CENTRES (219)

ANNUAL FINANCIAL REPORT
FOR THE PERIOD FROM 1 APRIL 2023 TO 31 MARCH 2024



T M HO SO & LEUNG CPA LIMITED

Certified Public Accountants, Hong Kong

何鐵文蘇漢章梁樹賢會計師行有限公司



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INDEPENDENT AUDITOR'S ASSURANCE REPORT TO THE EXECUTIVE COMMITTEE OF FUNG YING SEEN KOON ("FYSK")

We have audited the financial statements of FYSK for the year ended 31 March 2024 in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA"), and have issued an unmodified auditor's report thereon dated **21 OCT 2024**

Pursuant to the Lump Sum Grant ("LSG") Manual issued by the Social Welfare Department of the Government of the Hong Kong Special Administrative Region ("SWD"), we have been requested to issue this assurance report in connection with the Annual Financial Report ("AFR") of FYSK for the year ended 31 March 2024.

Responsibilities of the Executive Committee

In relation to this report, the executive committee members are responsible for ensuring the AFR of FYSK for the year ended 31 March 2024 is properly prepared in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD; and the use of the funds from the LSG by FYSK has complied with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Our Independence and Quality Management

We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the HKICPA, which is founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Hong Kong Standard on Quality Management 1, which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Auditor's Responsibility

Our responsibility is to form a conclusion, based on our engagement, and to report our conclusion to you.

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other than Audits or Reviews of Historical Financial Information and with reference to Practice Note 851 (Revised), Reporting on the Annual Financial Reports of Non-governmental Organisations issued by the HKICPA. We have planned and performed our work to obtain reasonable assurance for giving conclusion 1 and obtain limited assurance for giving conclusion 2 below.

The work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

In relation to our conclusion 1 below, we have planned and performed such procedures as we considered necessary with reference to the procedures recommended in PN 851 (Revised), to satisfy ourselves that the AFR has been properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.

In relation to our conclusion 2 below, we have obtained an understanding in respect of the purposes of the use of the funds as specified in the LSG Manual and other instructions issued by the SWD and obtaining an understanding of the control procedures. We are not required to perform any procedures to search for instances of the use of funds from the LSG by FYSK being non-complied with the specified purposes. Our work was limited to reporting non-compliances identified as a result of the procedures performed in relation to conclusion 2 and during the normal course of our work relating to conclusion 1. The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed.

Conclusion

1. In our opinion, the AFR of FYSK for the year ended 31 March 2024 is properly prepared, in all material respects, in accordance with the relevant accounting and financial reporting requirements set out in the LSG Manual and other instructions issued by the SWD.
2. Based on the procedures performed and evidence obtained, nothing has come to our attention that causes us to believe that the use of the funds from the LSG by FYSK has not complied, in all material respects, with the purposes as specified in the LSG Manual and other instructions issued by the SWD.

Intended Users and Purpose

This report is intended solely for submission by FYSK to the SWD and is not intended to be, and should not be, used for any other purpose. We agree that a copy of this report may be provided to the SWD without further comment from us.



T.M.Ho So & Leung CPA Limited
Certified Public Accountants (Practising)
Hong Kong

Date: 21 OCT 2024

Practising Director: Kwok Kam Sim
Practising Certificate No.: P03736

ANNUAL FINANCIAL REPORT

NGO : FUNG YING SEEN KOON - NEIGHBOURHOOD ELDERLY CENTRES (219)

FROM 1 APRIL 2023 TO 31 MARCH 2024

	Notes	Total 2023-24 \$	Total 2022-23 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	10,988,279.00	10,045,317.00
b. Provident Fund	1c	680,003.00	621,825.00
Sub-total		11,668,282.00	10,667,142.00
2. Fee Income	2	62,269.00	22,483.00
3. Central Items	3	0.00	0.00
4. Rent and Rates	4	625,890.00	366,306.00
5. Other Income	5	688,138.91	410,620.00
6. Interest Received		22,813.65	4,458.45
TOTAL INCOME		13,067,393.56	11,471,009.45
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		7,583,798.45	6,716,360.61
b. Provident Fund	1c	450,287.98	468,600.83
c. Allowances		29,060.97	0.00
Sub-total	6	8,063,147.40	7,184,961.44
2. Other Charges	7	4,493,551.66	3,494,001.60
3. Central Items	3	0.00	0.00
4. Rent and Rates	4	1,950,991.00	623,031.00
TOTAL EXPENDITURE		14,507,690.06	11,301,994.04
C. (DEFICIT)/SURPLUS FOR THE YEAR	8	(1,440,296.50)	169,015.41

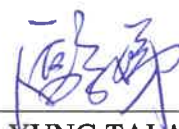
The Annual Financial Report from pages 3 to 11 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE


LAM CHEK YAU
CHAIRMAN

DATE: 21 OCT 2024

SIGNATURE



LO YUNG TAI ANNE
NGO HEAD/HEAD OF
SOCIAL WELFARE SERVICES

DATE: 21 OCT 2024

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) services (including support services to FSA services) 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 which are separately included as part of the income and expenditure of the relevant items have been shown under **Note 3**. Details are analysed below :

<u>Provident Fund Contribution</u>	Snapshot Staff \$	6.8% and Other Posts \$	Total \$
Subvention Received	0.00	680,003.00	680,003.00
Provident Fund Contribution Paid during the year	0.00	(450,287.98)	(450,287.98)
Surplus/(Deficit) for the Year	0.00	229,715.02	229,715.02
<u>Add: Surplus/(Deficit) b/f</u>	39,234.67	1,666,785.16	1,706,019.83
Adjustment as per SWD letter dated 31 July 2024	(1,647.00)	1,647.00	0.00
Additional subvention received for previous year(s)	0.00	0.00	0.00
<u>Less: Refund to Government</u>	0.00	0.00	0.00
Surplus/(Deficit) c/f	<u>37,587.67</u>	<u>1,898,147.18</u>	<u>1,935,734.85</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 LSG Manual (October 2016)). The income and expenditure of each of the Central Items are as follows:

	2023-24 \$	2022-23 \$
3. a. Income		
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmity Care Supplement for the Aged Blind Persons	0.00	0.00
Dementia Supplement for Residential Elderly Services	0.00	0.00
Infirmity Care Supplement for Residential Elderly Services	0.00	0.00
Foster Care Allowance/One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance	0.00	0.00
After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	0.00	0.00
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	0.00	0.00
NSCCP - Subsidy for Fee Reduction/Waiving	0.00	0.00
NSCCP - Subsidy for Incentive Payment	0.00	0.00
NSCCP - Rent and Rates	0.00	0.00
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	0.00	0.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	0.00	0.00
Financial Incentive Scheme for Mentors of Employees with Disabilities	0.00	0.00
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Operating Expenses	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Training Cost	0.00	0.00
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre	0.00	0.00
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres	0.00	0.00
Time-defined Allocation of Ethnic Minority District Ambassador Posts - salary and provident fund	0.00	0.00
Time-defined Allocation of Ethnic Minority District Ambassador Posts - other charges	0.00	0.00
Short-term Food Assistance Service Teams - Food Cost	0.00	0.00
Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area	0.00	0.00
After School Care Programme for Pre-primary Children [ASCP(PC)] Contact Subsidy	0.00	0.00
ASCP(PC) Fee Subsidy	0.00	0.00
ASCP(PC) Rent and Rates	0.00	0.00
Time-defined Service Contact of Social Work Service for Pre-primary Institutions	0.00	0.00
- Allocation	0.00	0.00
- Rent and Rates	0.00	0.00

	2023-24 \$	2022-23 \$
3. a. Income (cont'd)		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	0.00	0.00
Travelling Subsidy of the designated Hotline for Carer Support (Carer Hotline)	0.00	0.00
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities	0.00	0.00
Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	0.00	0.00
Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre	0.00	0.00
One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	0.00	0.00

For the following Central Items, please take note of para. 4(f) of Points to Note on Preparation of AFR and Analysis Schedules in reporting the amounts of subvention:

Temporary Financial Aid under Care and Support Networking Team^	0.00	0.00
Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers^	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Service Users^	0.00	0.00
Short-term Rental Assistance for Discharged Prisoners^	0.00	0.00
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities^	0.00	0.00
Time-defined Subsidy Scheme for Occasional Child Care Service^	0.00	0.00
Total	0.00	0.00

	2023-24 \$	2022-23 \$
3. b. Expenditure		
Dementia Supplement for Elderly with Disabilities	0.00	0.00
Infirmity Care Supplement for the Aged Blind Persons	0.00	0.00
Dementia Supplement for Residential Elderly Services	0.00	0.00
Infirmity Care Supplement for Residential Elderly Services	0.00	0.00
Foster Care Allowance/One-off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance	0.00	0.00
After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services	0.00	0.00
Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy	0.00	0.00
NSCCP - Subsidy for Fee Reduction/Waiving	0.00	0.00

	2023-24 \$	2022-23 \$
3. b. Expenditure (cont'd)		
NSCCP - Subsidy for Incentive Payment	0.00	0.00
NSCCP - Rent and Rates	0.00	0.00
Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes	0.00	0.00
Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services	0.00	0.00
Financial Incentive Scheme for Mentors of Employees with Disabilities	0.00	0.00
Enhanced After School Care Programme - Fee Waiving Subsidy Scheme	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Operating Expenses	0.00	0.00
Navigation Scheme for Young Persons in Care Services - Training Cost	0.00	0.00
Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre	0.00	0.00
Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres	0.00	0.00
Time-defined Allocation of Ethnic Minority District Ambassador Posts - salary and provident fund	0.00	0.00
Time-defined Allocation of Ethnic Minority District Ambassador Posts - other charges	0.00	0.00
Short-term Food Assistance Service Teams - Food Cost	0.00	0.00
Siu Lam Integrated Rehabilitation Services Complex - Management & Maintenance Cost for Common Area	0.00	0.00
After School Care Programme for Pre-primary Children [ASCP(PC)] Contract Subsidy	0.00	0.00
ASCP(PC) Fee Subsidy	0.00	0.00
ASCP(PC) Rent and Rates	0.00	0.00
Time-defined Service Contract of Social Work Service for Pre-primary Institutions		
- Allocation	0.00	0.00
- Rent and Rates	0.00	0.00
Allowance for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	0.00	0.00
Travelling Subsidy of the designated Hotline for Carer Support (Carer Hotline)	0.00	0.00
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities	0.00	0.00
Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	0.00	0.00
Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre	0.00	0.00
One-off Allocation for Providing Assistance to Persons with Disabilities under the Government Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	0.00	0.00

	2023-24 \$	2022-23 \$
3. b. Expenditure (cont'd)		
Temporary Financial Aid under Care and Support Networking Team - other charges	0.00	0.00
Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers	0.00	0.00
Time-defined Subsidy Scheme for Extended Hours Service Users	0.00	0.00
Short-term Rental Assistance for Discharged Prisoners	0.00	0.00
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities	0.00	0.00
Time-defined Subsidy Scheme for Occasional Child Care Service	0.00	0.00
Total	0.00	0.00

- 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 need not to be included as Other Income in AFR. In this respect, donations have been included if it is used to finance expenditure of the FSA services/ FSA-related activities reflected in the AFR.

The breakdown on Other Income is as follows:

	2023-24 \$	2022-23 \$
Other Income		
(a) Programme income	0.00	0.00
(b) Production income	0.00	0.00
(c) Donation	0.00	0.00
(d) Income from Other Activities	0.00	0.00
(e) 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*	0.00	0.00
(f) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	0.00	0.00
(g) Miscellaneous income	688,138.91	410,620.00
Sub-Total	688,138.91	410,620.00
Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS which forms as part of Other Income*	0.00	0.00
Total	688,138.91	410,620.00

** For those programmes which are regarded as FSA services/ 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.	-	-
>HK\$1,200,000 p.a.	-	-

7. Other Charges

The breakdown on Other Charges is as follows:

Other Charges	2023-24	2022-23
	\$	\$
(a) Utilities	121,895.60	99,024.20
(b) Food	0.00	0.00
(c) Administrative Expenses	903,906.14	686,871.90
(d) Stores and Equipment	156,689.80	236,690.96
(e) Repair and Maintenance	116,365.99	179,095.84
(f) Special Allowances	0.00	0.00
(g) Programme Expenses	2,989,375.10	2,160,507.60
(h) Transportation and Travelling	8,909.00	6,171.10
(i) Insurance	174,998.13	120,940.85
(j) Miscellaneous	21,411.90	4,699.15
Sub-Total	4,493,551.66	3,494,001.60
Less: Utilised allocation under CI:ASCP / Enhanced ASCP / ASCP(PC) - FWSS* which forms as part of Other Income	0.00	0.00
Total	4,493,551.66	3,494,001.60

** 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)	Holding Account (HA)	Adjustment for Utilised allocation under ASCP / Enhanced ASCP - FWSS	Rent and Rates	Central Items (CI)	Total
	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
Income						
Lump Sum Grant	11,668,282.00	0.00	0.00	0.00	0.00	11,668,282.00
Fee Income	62,269.00	0.00	0.00	0.00	0.00	62,269.00
Other Income	688,138.91	0.00	0.00	0.00	0.00	688,138.91
Interest Received (Note (1))	22,813.65	0.00	0.00	0.00	0.00	22,813.65
Rent and Rates	0.00	0.00	0.00	625,890.00	0.00	625,890.00
Central Items	0.00	0.00	0.00	0.00	0.00	0.00
Total Income (a)	12,441,503.56	0.00	0.00	625,890.00	0.00	13,067,393.56
Expenditure						
Personal Emoluments	8,063,147.40	0.00	0.00	0.00	0.00	8,063,147.40
Other Charges	4,493,551.66	0.00	0.00	0.00	0.00	4,493,551.66
Rent and Rates	0.00	0.00	0.00	1,950,991.00	0.00	1,950,991.00
Central Items	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditure (b)	12,556,699.06	0.00	0.00	1,950,991.00	0.00	14,507,690.06
Surplus / (Deficit) for the Year (a) - (b)	(115,195.50)	0.00	0.00	(1,325,101.00)	0.00	(1,440,296.50)
Less: Surplus / (Deficit) of Provident Fund	229,715.02	0.00	0.00	0.00	0.00	229,715.02
	(344,910.52)	0.00	0.00	(1,325,101.00)	0.00	(1,670,011.52)
Surplus / (Deficit) b/f (Note (2))	2,011,226.72	0.00	0.00	(255,825.00)	0.00	1,755,401.72
	1,666,316.20	0.00	0.00	(1,580,926.00)	0.00	85,390.20
<u>Less:</u> Refund to Government	0.00	0.00	0.00	(2,859.00)	0.00	(2,859.00)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplementary (Note (3))	0.00	0.00	0.00	0.00	0.00	0.00
Adjustment for utilised allocation under Enhanced ASCP / ASCP(PC) - FWSS* (over-estimated) / under- estimated in previous year(s)	0.00	0.00	0.00	0.00	0.00	0.00
Surplus / (Deficit) c/f (Note (4))	1,666,316.20	0.00	0.00	(1,583,785.00)	0.00	82,531.20

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 / FSA-related activities only

- (1) Interest received on LSG (including HA) 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 LSG Surplus b/f from previous years (including all interest received in previous years (see (1) above) and the balance of HA should be separately reported as in the surplus b/f under LSG and HA respectively.
- (3) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement, if any, as per Schedule of 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 (TI) excluding Provident Fund Contribution (K)) 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 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 (K)) 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 (K)) 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 (K)) for the year. In this regard, separate disclosure of the movement of HA in their respective AFRs is not necessary.

[For (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.]

For any amount above the cap, SWD would arrange the claw-back (including provisional in the following financial year except for those 58 NGOs which are subject to Productivity Enhancement Programme as stipulated in SWD's letter under reference (9) in SWD/S/133/1 of 6 March 2024. For details of the claw-back arrangement of the said 58 HGOs, please refer to the above letter) accordingly.

Schedule for Central Items
Analysis of Subvention and Expenditure for the period from 1 April 2023 to 31 March 2024

Name of NGO : Fung Ying Seen Koon (219)

Unit Code and Name/ Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1a) (a1)	Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received (Note 1b)† (a2)	Actual Expenditure (Note 2a) (a2)	Actual Expenditure Incurred under RMLP Scheme (Note 2)† (a2)†	Surplus (Note 3) (a)-(a1)-(a2)	Deficit for the Year		Surplus b/f (Note 5) (e)	Refund from (to) Government (f)	Adjustment (Note 9) (g)	Surplus c/f (Note 6) (b)-(e)-(f)-(g) (g)
							Deficit (Note 3) (b)-(a1)-(a2)	Deficit transferred to LSG (Note 4) (c)				
		\$	\$	\$	\$	\$	\$	\$	\$			\$
Unit 6322 Fung Ying Seen Koon	Dementia Supplement for Elderly with Disabilities					0.00	0.00	N.A.	0.00			0.00
	Infirmary Care Supplement for the Aged Blind Persons					0.00	0.00	N.A.	0.00			0.00
	Dementia Supplement for Residential Elderly Services					0.00	0.00	N.A.	0.00			0.00
	Infirmary Care Supplement for Residential Elderly Services					0.00	0.00	N.A.	0.00			0.00
	Foster Care Allowance/Emergency Foster Care Allowance					0.00	0.00	N.A.	0.00			0.00
	After School Care Programme - Fee Waiving Subsidy Scheme					0.00	0.00	N.A.	0.00			0.00
	Temporary Financial Aid under Care and Support Networking Team^					0.00	0.00	N.A.	0.00			0.00
	Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers^					0.00	0.00	N.A.	0.00			0.00
	Time-defined Subsidy Scheme for Extended Hours Service Users^					0.00	0.00	N.A.	0.00			0.00
	Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services					0.00	0.00	N.A.	0.00			0.00
	Short-term Rental Assistance for Discharged Prisoners and Enhanced Employment Service^					0.00	0.00	N.A.	0.00			0.00
	Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance					0.00	0.00	N.A.	0.00			0.00
	Overnight On-site-on-call Allowance^					0.00	0.00	N.A.	0.00			0.00
	Neighbourhood Support Child Care Project (NSCCP) - Contract Subsidy					0.00	0.00	N.A.	0.00			0.00
	NSCCP - Subsidy for Fee Reduction/Waiving					0.00	0.00	N.A.	0.00			0.00
	NSCCP - Subsidy for Incentive Payment					0.00	0.00	N.A.	0.00			0.00
	NSCCP - Rent and Rates					0.00	0.00	N.A.	0.00			0.00
	Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy programmes					0.00	0.00	N.A.	0.00			0.00
	Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school					0.00	0.00	N.A.	0.00			0.00
	Financial Incentive Scheme for Mentors of Employees with Disabilities					0.00	0.00	N.A.	0.00			0.00
	Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities^					0.00	0.00	N.A.	0.00			0.00
	Time-defined Subsidy Scheme for Occasional Child Care Service^					0.00	0.00	N.A.	0.00			0.00
	Enhanced After School Care Programme - Fee Waiving Subsidy Scheme					0.00	0.00	N.A.	0.00			0.00
	Navigation Scheme for Young Persons in Care Services - Operating Expenses					0.00	0.00	N.A.	0.00			0.00
	Navigation Scheme for Young Persons in Care Services - Training Cost					0.00	0.00	N.A.	0.00			0.00
	Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE)					0.00	0.00	N.A.	0.00			0.00
	- Annual Funding Allocation					0.00	0.00	N.A.	0.00			0.00
	MOSTE - Annual Rent and Rates					0.00	0.00	N.A.	0.00			0.00
	Child Care Training for Grand parents - Contract Subsidy					0.00	0.00	N.A.	0.00			0.00
	Child Care Training for Grand parents - Subsidy for Fee Reduction / Waiving					0.00	0.00	N.A.	0.00			0.00
	Subsidy for Enhanced Support for Ethnic Minority Children in Special Care Centre					0.00	0.00	N.A.	0.00			0.00
	Subsidy for Enhanced Support for Ethnic Minority Children in Early Education and Training Centres					0.00	0.00	N.A.	0.00			0.00
	Time-defined Allocation of Ethnic Minority District Ambassador Posts - Central Item (A) Salary and Mandatory Provident fund					0.00	0.00	N.A.	0.00			0.00
	Time-defined Allocation of Ethnic Minority District Ambassador Posts - Central Item (B) Other					0.00	0.00	N.A.	0.00			0.00
	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 (Note 10)					0.00	0.00	N.A.	0.00			0.00
	One-off Subsidy for Strengthened Provision of Visiting Medical Practitioner Service for Residential Care Homes (private and self-financing) (Note 10)					0.00	0.00	N.A.	0.00			0.00
	One-off Subsidy for Strengthened Provision of Visiting Medical Officer Service for Residential Care					0.00	0.00	N.A.	0.00			0.00

Schedule for Central Items
Analysis of Subvention and Expenditure for the period from 1 April 2023 to 31 March 2024

Name of NGO : Fung Ying Seen Koon (219)

Unit Code and Name/ Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1a) (a1)	Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received (Note 1b) #	Actual Expenditure (Note 2a) (a2)	Actual Expenditure Incurred under RMLP Scheme (Note 2b) #	Deficit for the Year			Surplus b/t (Note 5) (e)	Refund from (to) Government (f)	Adjustment (Note 9) (g)	Surplus or (Note 6) (h)=(e)+(a)-(f)-(g)
						Deficit (Note 3) (b)=(a1)-(a2)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d)=(b)-(c)				
		\$	\$	\$	\$	\$	\$	\$	\$			\$
	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					0.00	N.A.	0.00	N.A.	N.A.	N.A.	N.A.
	Siu Lam Integrated Rehabilitation Services Complex					0.00	N.A.	0.00				
	- Management & Maintenance Cost for Common Area											
	After School Care Programme for Pre-primary Children [ASCP(PC)] Contract Subsidy					0.00	N.A.	0.00				
	ASCP(PC) Fee Subsidy					0.00	N.A.	0.00				
	ASCP(PC) Rent and Rates					0.00	N.A.	0.00				
	Time-defined Service Contract of Social Work Service for Pre-primary Institutions					0.00	N.A.	0.00				
	- Allocation											
	- Rent and Rates											
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Any difference arising from the RMLP Scheme reimbursement received (see Note 1(b) below) and the corresponding expenditure under RMLP Scheme (see Note 2(b) below) will be assessed separately.

^ Please take note of para. 4(f) of Points to Note on Preparation of AFR and Analysis Schedules in reporting the amounts of subvention.

Notes:-

- 1(a). The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury or allocation letter(s) issued by Social Welfare Department of the financial year.
- 1(b). This amount represents any reimbursement received from the RMLP Scheme if the NGO has temporarily paid the expenditure out of the allocation from the subvented element (see Note 2(b) below).
- 2(a). Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off (i) programme income and (ii) expenditure under RMLP Scheme mentioned in Note 2(b) below, if any.
- 2(b). This amount represents the additional four weeks' MLP (i.e. the 11th to 14th weeks) paid to the employee out of the corresponding allocation.
3. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
4. Deficit i.e. the following central items arising from salary adjustment are transferred to the Lump Sum Grant Reserve as stated in SWD's letter ref. (33) in SWD/S/104/2 Pt. 18 dated 4 March 2020.
 - (i) Dementia Supplement for Elderly with Disabilities
 - (ii) Infirmary Care Supplement for the Aged Blind Persons
 - (iii) Dementia Supplement for Residential Elderly Services
 - (iv) Infirmary Care Supplement for Residential Elderly services
5. "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
6. "Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year.
7. Unit code and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.
8. The central items as listed above may not be exhaustive and any relevant details of central items released and/or expended during the year, where appropriate, should also be included.
9. For ASCP/ Enhanced ASCP, the adjustment includes the amount of expenditure overstated / (understated) in previous year(s) after taking into account the actual claw-back amount(s) per SWD's allocation letter(s), if any.
10. For NGOs with Visiting Medical Practitioner Service Team which arrange delivery of the service under the Programme to all private and self-financing RCHDs, RCHDs as well as contract homes operated by private operators only.

Claim for 2023-24 Subventions for Provident Fund - Snapshot Staff

Organisation Code and Name : Fung Ying Seen Koon (219)

Name of Snapshot Staff	Reported Rank	Fraction of Post	Salary Paid for the year	PF Contribution Rate	PF Contribution Paid for the year
1. Nil			\$ -	% 5% - MC 1.8% - VC	\$ 0.00
2. Nil			-		0.00
Total Amount of PF Contribution Paid for the Year					0.00
Less: Subventions of PF-Snapshot Staff Received for the Year					0.00
Amount of Additional Subvention Applied for					0.00

Declaration

1. I declared that all reported information is correct and that the staff as reported are employed by our Organisation solely for services funded by subventions and grants within the control of SWD.
2. I also agree that SWD shall have the right to recover at any time from recurrent subventions any overpaid amount.

Contact Person : Beryl SheunSignature of
Chairperson/NGO
Head/Head of Social
Welfare Service

Title : Senior AccountantName : Lam Chek YauTel No. : 26768605Title : ChairmanDate : 21 OCT 2024

Schedule for Investment
Analysis of Investment as at 31 March 2024

Agency : **Fung Ying Seen Koon (219)**

	2024 HK\$	2023 HK\$
LSG Reserve as at 31 March	<u><u>1,666,316.20</u></u>	<u><u>2,011,226.72</u></u>

Represented by :

Investment

a. HKD Bank Account Balances	1,666,316.20	2,011,226.72
b. HKD 24-hour Call Deposits	0.00	0.00
c. HKD Fixed Deposits	0.00	0.00
d. HKD Certificate of Deposits	0.00	0.00
e. HKD Bonds	0.00	0.00
	<u><u>1,666,316.20</u></u>	<u><u>2,011,226.72</u></u>

Confirmed by :



LAM CHEK YAU
CHAIRMAN



LO YUNG TAI ANNE
NGO HEAD/HEAD OF
SOCIAL WELFARE SERVICES

DATE: 21 OCT 2024

DATE: 21 OCT 2024

Schedule for Rent and Rates
Analysis of Subvention and Expenditure for the period from 1 April 2023 to 31 March 2024

Name of NGO : **Fung Ying Seen Koon (219)**

Unit Code and Name	Subvented Element	Subvention Released (Note 1)	Actual Expenditure	Surplus (Note 2)	Deficit (Note 2)
		\$	\$	\$	\$
Unit 5900 - Cheung Wah Social Centre for the Elderly	Rent (Note 3)	270,606.00	269,706.00	900.00	0.00
	Rates	4,219.00	17,735.00	0.00	(13,516.00)
	Total	274,825.00	287,441.00	900.00	(13,516.00)
Unit 7758 - Tai Po Social Centre for the Elderly	Rent (Note 3)	323,715.00	1,575,450.00	0.00	(1,251,735.00)
	Rates	27,350.00	88,100.00	0.00	(60,750.00)
	Total	351,065.00	1,663,550.00	0.00	(1,312,485.00)
	Grand Total	625,890.00	1,950,991.00	900.00	(1,326,001.00)

Notes :

1. The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year.
2. Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
3. Rent includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent.

Agency: Fung Ying Seen Koon (219)

Disclosure in NGO's Audited Financial Statements

Movement of the F&E Replenishment and Minor Works Block Grant Reserve

	2023-24
	\$
Balance of Block Grant Reserve brought forward from previous financial period	880,757.10
Add: Block Grant received during the period	167,000.00
Interest income received	6,924.80
Other income	0.00
	<u>173,924.80</u>
Less: Expenditure during the year (Note 1) -	
Minor Works Projects	0.00
Furniture & Equipment	0.00
Vehicle Overhauling	0.00
	<u>0.00</u>
	1,054,681.90
Contribution from NGO to cover the deficit (Note 2)	0.00
Balance of Block Grant Reserve	<u><u>1,054,681.90</u></u>

Capital Commitments

As at 31 March 2024, the outstanding commitments in respect of F&E Replenishment and Minor works Grant were as follows:

	\$
Contracted for but not provided in the financial statements	0.00
Authorized but not contracted for	0.00
	<u><u>0.00</u></u>

Notes:

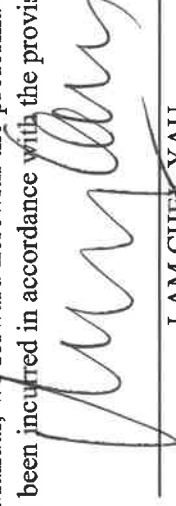
1. Please be advised that the BG expenditure incurred for the year 2023/24 charged to the BG should be full expenditure amount, i.e. the expenditure incurred in the year 2023-24.
2. Contribution from NGO **should not** include the allocation from Special One-off Block Grant.


Name of NGO : FUNG YING SEEN KOON
Details of the Use of the F&E Replenishment and Minor Works Block Grant-

(a) Expenditure for the period and
(b) Outstanding commitment as at 31 March 2024

Item No.	Name of the SWD-subvented Unit (Note 1)	Service Nature (e.g. Sheltered Workshop)	(a) Expenditure for the period				(b) Outstanding Commitments as at 31 March 2024 - Contracted for but not provided under the Expenditure Column			
			Minor Works (\$)	Furniture and Equipment (\$)	Vehicle Overhauling (With Registration No.) (\$)	Total Expenditure (\$)	Minor Works (\$)	Furniture and Equipment (\$)	Vehicle Overhauling (\$)	Total outstanding Commitment (\$)
1	Unit 5900 - Cheung Wah Neighbourhood Elderly Centre	Neighbourhood Elderly Centre	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Unit 7758 - Tai Po Neighbourhood Elderly Centre	Neighbourhood Elderly Centre	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total (Note 3) :			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

In pursuance of paragraph 4.4.4 of the Lotteries Fund Manual, we forward herewith the proforma showing the use of F&E Replenishment and Minor Works Block Grant. We also confirm that expenditure from the Block Grant has been incurred in accordance with the provisions of the Lotteries Fund Manual.


LAM CHEK YAU
CHAIRMAN


LO YUNGTAI ANNE
NGO HEAD/HEAD OF
SOCIAL WELFARE SERVICES

Note:

- One premises-tied SWD-subvented unit should not appear more than once in the proforma.
- The Chief Executive Officer of the NGO should initial at the left bottom of each and every page except for the final page which should be signed by both the Chief Executive Officer and the Chairman of the NGO.
- The total figures should tally with those disclosed in the NGO's audited financial statements under paragraph 4.4.3 of the LF Manual.

Disclosure in NGO's Audited Financial Statements

Use of the Social Welfare Development Fund (SWDF) Phase 3 funded by Lotteries Fund
for the Financial Year (2023-24)
(1 April 2023 to 31 March 2024)

Name of NGO: Fung Ying Seen Koon

Code of NGO: 219

Particulars		\$	\$
(a)	Balance of SWDF brought forward :		(a) 211,830.69
(b)	Allocation from SWDF during the financial year :		(b) 0.00
(c)	Interest received during the financial year :		(c) 1,615.65
(d)	Expenditure under SWDF during the year :		
	1. Expenditure for projects under scope A	0.00	
	2. Expenditure for projects under scope B (non-IT)	0.00	
	3. Expenditure for projects under scope B (IT)	0.00	
	4. Expenditure for projects under scope C	0.00	
	5. Expenditure for administrative support	0.00	
	Total expenditure during the financial year :		(d) 0.00
(e)	Amount met by Agency's own fund		(e) 0.00
(f)	Balance carried forward to the next financial year : (e) = (a) + (b) + (c) - (d)		(f) 213,446.34

The above expenditures under the SWDF have been incurred in accordance with the requirements stipulated in SWDF Guidance Notes for Application, SWD's approval letter(s) and the procurement of projects and services are in line with the procedures specified in the Lotteries Fund Manual.

Notes:

1. The above information should be audited by external auditors and included as part of the notes to the Agency's audited financial statements submitted to SWD.
2. After completion of external audit, the above information together with the Auditors' Report should be submitted to SWD's Finance Branch (8/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong) and copied to Subventions Section (38/F., 248 Queen's Road East, Wanchai, Hong Kong).