

HELPING HAND
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024



**HELPING HAND
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

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**INDEPENDENT AUDITOR'S ASSURANCE REPORT
TO THE EXECUTIVE COMMITTEE MEMBERS OF
HELPING HAND ("THE NGO")**

We have audited the financial statements of the NGO 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 6 September 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 the NGO for the year ended 31 March 2024.

Responsibilities of the Committee Members

In relation to this report, the Committee Members are responsible for ensuring the AFR of the NGO 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 the NGO 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 behavior.

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.

**INDEPENDENT AUDITOR'S ASSURANCE REPORT
TO THE EXECUTIVE COMMITTEE MEMBERS OF
HELPING HAND ("THE NGO")**

(Continued)

Auditor's Responsibility (Continued)

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 the NGO 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 the NGO 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 the NGO 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 the NGO 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.

Crowe(HK)CPA Limited

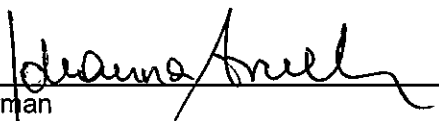
Crowe (HK) CPA Limited
Certified Public Accountants
Hong Kong, 25 October 2024

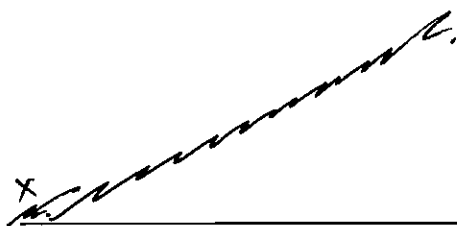
Leung Pak Ki
Practising Certificate Number P08014

**HELPING HAND
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024**

	<u>Notes</u>	<u>2024</u> HK\$	<u>2023</u> HK\$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1(b)	81,611,074.00	78,022,427.00
b. Provident Fund	1(c)	4,567,302.00	4,325,827.00
2. Fee Income	2	14,975,092.00	8,355,931.00
3. Central Items	3	15,970,928.00	13,016,940.00
4. Rent and Rates	4	2,931,829.00	2,930,825.00
5. Other Income	5	7,155,569.65	1,616,307.81
6. Interest Received		333,820.05	1,135.14
TOTAL INCOME		<u>127,545,614.70</u>	<u>108,269,392.95</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		80,688,538.84	66,764,667.57
b. Provident Fund	1(c)	3,166,991.35	3,205,113.35
c. Allowances		-	-
Sub-total	6	83,855,530.19	69,969,780.92
2. Other Charges	7	18,945,108.29	14,734,917.90
3. Central Items	3	13,758,325.56	13,476,173.72
4. Rent and Rates	4	2,970,780.00	2,916,170.00
TOTAL EXPENDITURE		<u>119,529,744.04</u>	<u>101,097,042.54</u>
C. SURPLUS FOR THE YEAR	8	<u>8,015,870.66</u>	<u>7,172,350.41</u>

The Annual Financial Report from pages 3 to 9 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

† 
Chairman
Mrs. Johanna Arculli
25 October 2024


Chief Executive Officer
Mr. Macalister, Alexander Ian
25 October 2024

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

1. LUMP SUM GRANT

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 ("PF") 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>	<u>Snapshot Staff HK\$</u>	<u>6.8% and Other Posts HK\$</u>	<u>Total HK\$</u>
Subvention Received	145,116.00	4,422,186.00	4,567,302.00
Provident Fund Contribution Paid during the Year	<u>(145,116.00)</u>	<u>(3,021,875.35)</u>	<u>(3,166,991.35)</u>
Surplus for the year	-	1,400,310.65	1,400,310.65
Add: Surplus b/f Additional subvention received for previous years	304,534.85	1,269,501.10	1,574,035.95
	-	-	-
Less: Refund to Government	<u>(246,609.00)</u>	<u>-</u>	<u>(246,609.00)</u>
Surplus c/f	<u>57,925.85</u>	<u>2,669,811.75</u>	<u>2,727,737.60</u>

HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024

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:

	<u>2023-24</u> HK\$	<u>2022-23</u> HK\$
a) Income		
1. Dementia Supplement for Residential Elderly Services/Day Care Unit for the elderly	4,921,558.00	5,007,390.00
2. Infirmary Care Supplement for Residential Elderly Services	8,113,560.00	8,009,550.00
3. Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy Programmes	660,000.00	-
4. Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	2,121,870.00	-
5. Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre	153,940.00	-
Total	<u>15,970,928.00</u>	<u>13,016,940.00</u>
	<u>2023-24</u> HK\$	<u>2022-23</u> HK\$
b) Expenditure		
1. Dementia Supplement for Residential Elderly Services/Day Care Unit for the elderly	4,924,074.68	5,008,712.05
2. Infirmary Care Supplement for Residential Elderly Services	8,114,632.68	8,009,961.67
3. 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	-	457,500.00
4. Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	614,348.20	-
5. Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre	105,270.00	-
Total	<u>13,758,325.56</u>	<u>13,476,173.72</u>

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

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 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:

	<u>2023-24</u> HK\$	<u>2022-23</u> HK\$
Other Income		
a) Programme income	350,333.00	83,256.80
b) Production income	-	-
c) Donation	794,970.00	794,970.00
d) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	63,475.58	-
e) Miscellaneous income	<u>5,946,791.07</u>	<u>738,081.01</u>
	<u>7,155,569.65</u>	<u>1,616,307.81</u>

6. PERSONAL EMOLUMENTS

Personal Emoluments include salary, provident fund and salary-related allowances.

The analysis on number of posts with annual Personal Emoluments over HK\$700,000 each paid under LSG is appended below:

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No. of posts</u>	<u>HK\$</u>
HK\$700,001 - HK\$800,000 p.a.	3	2,282,375.24
HK\$800,001 - HK\$900,000 p.a.	1	827,173.00
HK\$900,001 - HK\$1,000,000 p.a.	2	1,829,405.00
HK\$1,000,001 - HK\$1,100,000 p.a.	0	-
HK\$1,100,001 - HK\$1,200,000 p.a.	0	-
Over HK\$1,200,000 p.a.	2	<u>2,704,072.00</u>
Total		<u>7,643,025.24</u>



**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

7. OTHER CHARGES

The breakdown on Other Charges is as follows:

	<u>2023-24</u> HK\$	<u>2022-23</u> HK\$
Other Charges		
a) Utilities	4,978,401.35	3,803,003.19
b) Food	6,998,492.53	4,894,564.39
c) Administrative Expenses	866,320.41	692,749.63
d) Stores and Equipment	2,368,873.74	927,519.36
e) Repair and Maintenance	2,167,743.98	1,693,767.65
f) Special Allowances	-	-
g) Programme Expenses	505,553.38	152,637.88
h) Transportation and Travelling	471,087.73	401,042.93
i) Insurance	571,272.51	645,489.29
j) Miscellaneous	17,362.66	1,524,143.58
Total	<u>18,945,108.29</u>	<u>14,734,917.90</u>

**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

8. ANALYSIS OF LUMP SUM GRANT RESERVE AND BALANCES OF OTHER SWD SUBVENTIONS

	Analysis of Reserve Fund				
	Lump Sum Grant (LSG) HK\$	Adjustment for Utilised Allocation under ASCP/ Enhanced ASCP/ ASCP(PC) - FWSS HK\$	Rent and Rates HK\$	Central Items HK\$	Total HK\$
Income					
Lump Sum Grant	86,178,376.00	-	-	-	86,178,376.00
Fee Income	14,975,092.00	-	-	-	14,975,092.00
Other Income #	7,155,569.65	-	-	-	7,155,569.65
Interest Received (Note (1))	333,820.05	-	-	-	333,820.05
Rent and Rates	-	-	2,931,829.00	-	2,931,829.00
Central Items	-	-	-	15,970,928.00	15,970,928.00
Total Income (a)	108,642,857.70	-	2,931,829.00	15,970,928.00	127,545,614.70
Expenditure					
Personal Emoluments	83,855,530.19	-	-	-	83,855,530.19
Other Charges	18,945,108.29	-	-	-	18,945,108.29
Rent and Rates	-	-	2,970,780.00	-	2,970,780.00
Central Items	-	-	-	13,758,325.56	13,758,325.56
Total Expenditure (b)	102,800,638.48	-	2,970,780.00	13,758,325.56	119,529,744.04
Surplus/(deficit) for the Year (a) - (b)	5,842,219.22	-	(38,951.00)	2,212,602.44	8,015,870.66
Less: Deficit absorbed by Helping Hand Surplus/(Deficit) of Provident Fund	- 1,400,310.65	- -	- -	(3,589.36) -	(3,589.36) 1,400,310.65
	4,441,908.57	-	(38,951.00)	2,216,191.80	6,619,149.37
Surplus/(Deficit) b/f (Note (2))	9,225,987.88	-	14,656.00	-	9,240,643.88
Less: Refund to Government	-	-	(22,634.00)	-	(22,634.00)
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmity Care Supplement (Note (3))	-	-	-	-	-
Adjustment for utilised allocation under Enhanced ASCP/ASCP(PC) - FWSS * (over-estimated)/under-estimated in previous year(s)	-	-	-	-	-
Surplus/(deficit) c/f (Note (4))	13,667,896.45	-	(46,929.00)	2,216,191.80	15,837,159.25

Notes:

Including an amount HK\$Nil 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.



**HELPING HAND
NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

8. ANALYSIS OF LUMP SUM GRANT RESERVE AND BALANCES OF OTHER SWD SUBVENTIONS (Continued)

Notes :

- (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 of 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 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. HK\$13,667,896.45) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (HK\$102,800,638.48) excluding Provident Fund Contribution (HK\$3,166,991.35) for the year.

**HELPING HAND
SCHEDULE FOR CENTRAL ITEMS
ANALYSIS OF SUBVENTION AND EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2024**

		Deficit for the year											
		Subvention Released (Note 1a) (a1) HK\$	Reimbursement of Maternity leave pay (RMLP) Scheme reimbursement received (Note 1b) # HK\$	Actual Expenditure (Note 2a) (a2) HK\$	Actual Expenditure incurred under RMLP Scheme (Note 2b) # HK\$	Surplus (Note 3) (a) = (a1) - (a2) HK\$	Deficit (Note 3) (b) = (a1) - (a2) HK\$	Deficit absorbed by Helping Hand (Note 4) (c) HK\$	Adjusted Deficit (d) = (b) + (c) HK\$	Surplus b/f (Note 5) (e) HK\$	Refund from/to Government (f) HK\$	Adjustment (Note 9) (g) HK\$	Surplus c/f (Note 6) (h) (h)=(e)-(a)-(d)-(f)-(g) HK\$
1692- Lai Yiu (ICS)	Infirmary Care Supplement for Residential Elderly Services	1,159,080.00	-	1,159,862.92	-	-	(782.92)	782.92	-	-	-	-	-
2488- Lai Yiu (DS)	Dementia Supplement for Residential Elderly Services	1,465,996.00	-	1,466,496.49	-	-	(500.49)	500.49	-	-	-	-	-
2490-F.S.B. (ICS)	Infirmary Care Supplement for Residential Elderly Services	6,954,480.00	-	6,954,769.76	-	-	(289.76)	289.76	-	-	-	-	-
2218-F.S.B. (DS)	Dementia Supplement for Residential Elderly Services	2,408,422.00	-	2,409,516.24	-	-	(1,094.24)	1,094.24	-	-	-	-	-
7912-Lok Fu (DS)	Dementia Supplement for Residential Elderly Services	1,047,140.00	-	1,048,061.95	-	-	(921.95)	921.95	-	-	-	-	-
6567	Training Sponsorship Scheme for Master in Occupational Therapy and Physiotherapy Programmes	660,000.00	-	-	-	660,000.00	-	-	-	-	-	-	660,000.00
AG97	Special Grant for Providing Temporary Accommodation for services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly	2,121,870.00	-	614,348.20	-	1,507,521.80	-	-	-	-	-	-	1,507,521.80
AG98	Special Grant for Temporary Relocation of service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre	153,940.00	-	105,270.00	-	48,670.00	-	-	-	-	-	-	48,670.00
TOTAL		15,970,928.00	-	13,756,325.56	-	2,216,191.80	(3,589.36)	3,589.36	-	-	-	-	2,216,191.80

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.



**HELPING HAND
SCHEDULE FOR CENTRAL ITEMS
ANALYSIS OF SUBVENTION AND EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2024**

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 represent 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 week's 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.r.o. 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. Units codes and names are extracted from the payroll from SWD.
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.



**HELPING HAND
SCHEDULE FOR RENT AND RATES
ANALYSIS OF SUBVENTION AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2024**

Unit Code and Name	Subvented Element	Subvention Released (Note 1) HK\$	Actual Expenditure HK\$	Surplus (Note 2) HK\$	Deficit (Note 2) HK\$
2492					
Helping Hand Vera R Desai Lai Yiu Care Home	Carpark	48,360.00	51,695.00	-	(3,335.00)
	Rent	991,752.00	991,752.00	-	-
	Rates	61,600.00	73,600.00	-	(12,000.00)
	Total:	1,101,712.00	1,117,047.00	-	(15,335.00)
2501					
Hong Kong Bank Foundation Lok Fu Care Home	Carpark	48,360.00	51,695.00	-	(3,335.00)
	Rent	1,022,256.00	1,022,256.00	-	-
	Rates	106,396.00	118,396.00	-	(12,000.00)
	Total:	1,177,012.00	1,192,347.00	-	(15,335.00)
2523					
Helping Hand Father Sean Burke Care Home For the Elderly	Rent	136,116.00	136,116.00	-	-
	Rates	212,930.00	224,870.00	-	(11,940.00)
	Total:	349,046.00	360,986.00	-	(11,940.00)
7226					
Holiday Centre for the Elderly	Rent	117,059.00	113,400.00	3,659.00	-
	Rates	187,000.00	187,000.00	-	-
	Total:	304,059.00	300,400.00	3,659.00	-
	Grand Total	2,931,829.00	2,970,780.00	3,659.00	(42,610.00)

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. Rental includes all kinds of rent such as PHE rental, private rental, carpark rent, management fee, building maintenance fee and Government Rent.