



振輝 會計師事務所
Zhen Hui Certified Public Accountants

THE KOWLOON WOMEN'S WELFARE CLUB

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

THE KOWLOON WOMEN’S WELFARE CLUB
FOR THE YEAR ENDED 31 MARCH 2024

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**INDEPENDENT AUDITOR'S ASSURANCE REPORT TO THE EXECUTIVE COMMITTEE OF THE
KOWLOON WOMEN'S WELFARE CLUB
("THE CLUB")**

We have audited the financial statements of the Club 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 23 October, 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 Club for the year ended 31 March 2024.

Responsibilities of the Executive Committee

In relation to this report, the executive committee are responsible for ensuring the AFR of the Club 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 Club 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 OF THE
KOWLOON WOMEN'S WELFARE CLUB
("THE CLUB")**

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 Club 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 Club 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 Club 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 Club 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.



Horace Man Kit HO (Practising Certificate No. P01314)

Zhen Hui Certified Public Accountants

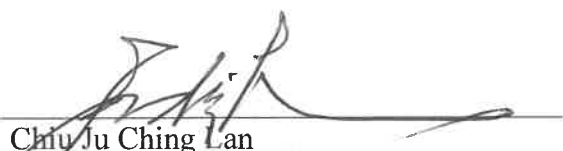
Hong Kong


Dated 23 OCT 2024

THE KOWLOON WOMEN'S WELFARE CLUB
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024

	Note	2024 HK\$	2023 HK\$
INCOME			
Lump sum grant			
a) Lump sum grant (excluding provident fund)	1b	17,170,960.00	16,488,703.00
b) Provident fund	1c	1,413,545.00	1,356,125.00
		18,584,505.00	17,844,828.00
Fee income	2	2,149,494.50	2,010,027.00
Central items	3	1,523,653.00	1,550,133.00
Rent and rates	4	1,194,600.00	840,895.00
Other income	5	2,296,614.00	2,045,974.50
Interest received		147,586.43	66,450.54
TOTAL INCOME		25,896,452.93	24,358,308.04
EXPENDITURE			
Personal emoluments			
a) Salaries		17,326,081.19	17,672,571.44
b) Provident fund	1c	1,320,735.65	1,295,836.38
Sub-total	6	18,646,816.84	18,968,407.82
Other charges	7	4,766,028.95	4,628,984.04
Central items	3	1,518,353.00	1,594,401.00
Rent and rates	4	1,194,850.00	1,174,330.00
TOTAL EXPENDITURE		26,126,048.79	26,366,122.86
DEFICIT FOR THE YEAR	8	(229,595.86)	(2,007,814.82)

The Annual Financial Report from pages 3 to 7 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.


Chiu Ju Ching Lan
Chairman
Date: 23 October, 2024


Yew Zoe Chi, Susan
Chief Executive
Date: 23 October, 2024

THE KOWLOON WOMEN'S WELFARE CLUB

NOTES ON THE ANNUAL FINANCIAL REPORT

1. LUMP SUM GRANT

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 Lump Sum Grant (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>	6.8% and other		
	Snapshot staff	posts	Total
	HK\$	HK\$	HK\$
Subvention received	494,730.00	918,815.00	1,413,545.00
Provident fund contribution paid during the year	(282,114.00)	(1,038,621.65)	(1,320,735.65)
Surplus for the year	212,616.00	(119,806.65)	92,809.35
Add: Surplus b/f	97,208.50	1,242,637.36	1,339,845.86
Less: Refund to Government	(60,030.00)	-	(60,030.00)
Add: Received from Government	-	25,772.00	25,772.00
Adjustment for the year 2022/23	-	13,586.00	13,586.00
Surplus c/f	249,794.50	1,162,188.71	1,411,983.21

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 Lump Sum Grant Manual.

THE KOWLOON WOMEN'S WELFARE CLUB

NOTES ON THE ANNUAL FINANCIAL REPORT

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:

	2024 HK\$	2023 HK\$
a) Income		
Dementia supplement for residential elderly services	1,518,353.00	1,544,833.00
Time-defined Subsidy scheme for Occasional Child Care Service	5,300.00	5,300.00
Total	1,523,653.00	1,550,133.00
b) Expenditure		
Dementia supplement for residential elderly services	1,518,353.00	1,544,833.00
Time-defined Subsidy scheme for Occasional Child Care Service	-	49,568.00
Total	1,518,353.00	1,594,401.00

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.

THE KOWLOON WOMEN'S WELFARE CLUB

NOTES ON THE ANNUAL FINANCIAL REPORT

5. OTHER INCOME

This includes programme income and all income other than recognized 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:

	2024 HK\$	2023 HK\$
a) Fee and charges for services incidental to the operation of subvented services	-	-
b) Others	2,296,614.00	2,045,974.50
Total	2,296,614.00	2,045,974.50

6. PERSONAL EMOLUMENTS

Personal emoluments include salary, provident fund, 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	No. of posts	HK\$
HK\$700,001 – HK\$800,000 p.a.	3	2,377,180.00
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:

a) Utilities	577,839.30	572,403.50
b) Food	1,245,679.84	1,363,657.73
c) Administrative expenses	90,450.76	93,677.25
d) Stores and equipment	463,258.00	182,139.83
e) Repair and maintenance	33,539.80	76,254.50
f) Programme expenses	64,834.20	51,016.10
g) Transportation and traveling	20,311.45	22,102.73
h) Insurance	160,899.30	266,703.50
i) Miscellaneous	303,869.60	338,846.50
j) Medical expenses	1,805,346.70	1,662,182.40
Total	4,766,028.95	4,628,984.04

THE KOWLOON WOMEN'S WELFARE CLUB

NOTES ON THE ANNUAL FINANCIAL REPORT

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 / ASCP(PC) - FWSS	Rent and Rates	Central Items (CI)	Total
INCOME	\$	\$	\$	\$	\$	\$
Lump sum grant	18,584,505.00	-	-	-	-	18,584,505.00
Fee Income	2,149,494.50	-	-	-	-	2,149,494.50
Other income	2,296,614.00	-	-	-	-	2,296,614.00
Interest received (Note (1))	147,586.43	-	-	-	-	147,586.43
Rent and rates	-	-	-	1,194,600.00	-	1,194,600.00
Central item	-	-	-	-	1,523,653.00	1,523,653.00
Total income	23,178,199.93	-	-	1,194,600.00	1,523,653.00	25,896,452.93
EXPENDITURE						
Personal emoluments	16,926,686.84	1,720,130.00	-	-	-	18,646,816.84
Other charges	4,766,028.95	-	-	-	-	4,766,028.95
Rental and rates	-	-	-	1,194,850.00	-	1,194,850.00
Central item	-	-	-	-	1,518,353.00	1,518,353.00
Total expenditure	21,692,715.79	1,720,130.00	-	1,194,850.00	1,518,353.00	26,126,048.79
Deficit for the year						
Add : Surplus of provident fund	1,485,484.14	(1,720,130.00)	-	(250.00)	5,300.00	(229,595.86)
	92,809.35	-	-	-	-	92,809.35
Surplus/(deficit) b/f (Note (2))	1,578,293.49	(1,720,130.00)	-	(250.00)	5,300.00	(136,786.51)
	-	4,058,095.73	-	(327,860.00)	10,600.00	3,740,835.73
Add: Received from Government	1,578,293.49	2,337,965.73	-	(328,110.00)	15,900.00	3,604,049.22
Less: Refund to Government	25,772.00	-	-	342,240.00	-	368,012.00
	(60,030.00)	-	-	(8,975.00)	(5,300.00)	(74,305.00)
Add: Adjustment for the year 2022-2023	(13,586.00)	(28,131.00)	-	-	(5,300.00)	(47,017.00)
Surplus/(deficit) c/f (Note (4))	1,530,449.49	2,309,834.73	-	5,155.00	5,300.00	3,850,739.22

Note: 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.

(1) Accumulated balance of LSG Surplus b/f from previous years (including all interest received in previous years (sec (1) above) and the balance of HA should be separately reported as in the surplus b/f under LSG and HA respectively.

(2) Amount of LSG Reserve used to cover the salary adjustment for Dementia Supplement and nfirmary Care Supplement, if any, as per Schedule for Central Items.

(3) 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. SI) 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 Snarshot 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. SI) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (TI+I2) 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. SI) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (TI) 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. SI+S2) will be capped at 25% of the NGO's operating expenditure (i.e. Total Expenditure (TI+I2) 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 WD/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) accordingly.

AGENCY: THE KOWLOON WOMEN'S WELFARE CLUB**RENT AND RATES****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) \$	Actual Expenditure \$	Surplus (Note 2) \$	Deficit (Note 2) \$
A001 –Service Unit 3856 Wong Cheung Kin Memorial Hostel	Rent (Note 3) Rates	1,194,600.00	1,194,850.00	-	250.00
	Total	1,194,600.00	1,194,850.00	-	250.00

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: THE KOWLOON WOMEN'S WELFARE CLUB


SCHEDULE FOR INVESTMENT

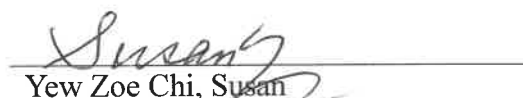
ANALYSIS OF INVESTMENT AS AT 31 MARCH 2024

	2024 HK\$	2023 HK\$
LSG reserve as at 31 March	3,840,284.22	4,058,095.73
Represented by:		
Investments		
a. HKD bank account balances		-
b. HKD 24-hour call deposits		
c. HKD fixed deposits	3,840,284.22	4,058,095.73
d. HKD certificate of deposits		
e. HKD bonds (see appendix for breakdown)		
	3,840,284.22	4,058,095.73

Note: The investments should be reported at historical cost.

Confirmed by: -


 Chiu Ju Ching Lan
 Chairman
 Date: 23 October, 2024


 Yew Zoe Chi, Susan
 Chief Executive
 Date: 23 October, 2024

Name of Agency: Wong Cheung Kin Memorial Hostel**Schedule for Central Items****Analysis of Subvention and Expenditure for the Period from 1 April 2023 to 31 March 2024**

Unit Code and Name/ Remittance Advice No. (Note 7)	Subvented Element	Subvention Released (Note 1)	Actual Expenditure (Note 2)	Surplus (Note 3) (a)	Deficit for the year			Surplus b/f (Note 5) (e)	Adjustment for the year 2022-2023 (f)	Refund to Government (g)	Surplus c/f (Note 6) (g)=(e)+(a)-(d)- (f)-(g)
					Deficit (Note 3) (b)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)				
3858 - Wong Cheung Kin Memorial Hostel	Dementia Supplement for Residential Elderly Services	\$ 1,518,353.00	\$ 1,518,353.00	-	-	-	-	\$ -	\$ -	\$ -	\$ -
6354 - OCCC	Time-defined Subsidy Scheme for Occasional Child Care Service	5,300.00	-	5,300.00	-	-	-	10,600.00	(5,300.00)	(5,300.00)	5,300.00
Total		1,523,653.00	1,518,353.00	5,300.00	-	-	-	10,600.00	(5,300.00)	(5,300.00)	5,300.00

Notes :

- The figures for the whole financial year are extracted from the payroll for March (Final) or remittance advice(s) issued by the Treasury of the financial year.
- Actual expenditure represents the total expenditure incurred including provident fund for the respective services after netting off programme income, if any.
- Surplus/Deficit for each element represents the difference between subvention released and actual expenditure.
- 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 2022.
 - 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
- "Surplus brought forward (b/f)" means surplus, if any, arising from operations in previous years.
- "Surplus carried forward (c/f)" means surplus brought forward less refund to Government plus surplus, if any, arising from operations in current year.
- Unit code and name / remittance advice no. are extracted from the payroll from SWD and remittance advice from the Treasury respectively.
- 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