

ANNUAL FINANCIAL REPORT

NGO: PROJECT CARE1 APRIL 2024 TO 31 MARCH 2025

	Notes	2024-25 \$	2023-24 \$
A. INCOME			
1. Lump Sum Grant			
a. Lump Sum Grant (excluding Provident Fund)	1b	12,327,527.00	11,544,302.00
b. Provident Fund	1c	920,002.00	843,010.00
2. Fee Income	2	-	-
3. Central Items	3	701,895.00	698,235.00
4. Rent and Rates	4	581,178.00	581,178.00
5. Other Income	5	34,421.60	45,090.00
6. Interest Received		47,680.86	56,092.90
TOTAL INCOME		<u>14,612,704.46</u>	<u>13,767,907.90</u>
B. EXPENDITURE			
1. Personal Emoluments			
a. Salaries		8,873,184.38	9,096,715.80
b. Provident Fund	1c	668,238.72	673,893.97
c. Allowances		54,360.00	43,470.00
Sub-total	6	9,595,783.10	9,814,079.77
2. Other Charges	7	2,770,533.13	2,373,481.69
3. Central Items	3	708,690.60	685,747.91
4. Rent and Rates	4	589,196.00	585,196.00
TOTAL EXPENDITURE		<u>13,664,202.83</u>	<u>13,458,505.37</u>
C. SURPLUS/ (DEFICIT) FOR THE YEAR	8	<u>948,501.63</u>	<u>309,402.53</u>

The Annual Financial Report from pages 1 to 9 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



CHAIRMAN

DATE: 30 OCT 2025



DEPUTY HEAD OF SERVICE

DATE: 30 OCT 2025

NOTES ON THE ANNUAL FINANCIAL REPORT

Lump Sum Grant (LSG)

a. Basis of preparation The Annual Financial Report (AFR) is prepared in respect of all services defined in Funding and Service Agreement (FSA) (including support services to FSA services) funded by the Social Welfare Department (SWD) under the Lump Sum Grant Subvention System and also FSA services/ FSA-related activities funded by Other Funds or Donations for Designated Purposes. AFR is prepared **on cash basis**, that is, income is recognised upon receipt of cash and expenditure is recognised when expenses are paid. **Non-cash items** such as depreciation, provisions and accruals **have not been included** in the AFR.

b. Lump Sum Grant (excluding Provident Fund) This represents LSG (excluding Provident Fund) received for the year.

c. Provident Fund This is Provident Fund received and contributed during the year. Snapshot staff are defined as those staff occupying recognised or holding against subvented posts as at 1 April 2000. Other posts represent those staff that are employed after 1 April 2000. The Provident Fund received and contributed for staff under the Central Items and Other Funds or Donations for Designated Purposes which are separately included as part of the income and expenditure of the relevant disclosures have been shown under Note 3 and 8. Details are analysed below:

<u>Provident Fund Contribution</u>	<u>Snapshot Staff</u> \$	<u>6.8% and Other Posts</u> \$	<u>Total</u> \$
Subvention Received	245,321.00	674,681.00	920,002.00
Provident Fund Contribution Paid during the Year	(245,314.00)	(422,924.72)	(668,238.72)
Surplus / (Deficit) for the Year	7.00	251,756.28	251,763.28
Add: Surplus / (Deficit) b/f	(41,666.00)	1,869,907.14	1,828,241.14
Add: Additional subvention received for previous year(s)	23,994.00	-	23,994.00
Less: Refund to Government	-	-	-
Surplus / (Deficit) c/f	<u>(17,665.00)</u>	<u>2,121,663.42</u>	<u>2,103,998.42</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 Subvention Manual.

These are subvented service activities which are not included in LSG and are subject to their own procedures as set out in other SWD's papers and correspondence with the NGOs. The Provident Fund received and contributed for staff under the Central Items have been separately included as part of the income and expenditure of the relevant items (paragraph 5.5.4(c) of the LSG Subvention Manual). The income and expenditure of each of the Central Items are as follows:

	2024-25	2023-24
a. Income	\$	\$
Dementia Supplement for Elderly with Disabilities		
Infirmiry Care supplement for the Aged Blind Person		
Infirmiry Care Supplement for Residential Elderly Services		
Foster Care Allowance/ One -off Special Allowance for Foster Children to Safeguard the Foster Children from the Coronavirus Disease / Emergency Foster Care Allowance		
After School Care Programme – Fee Waiving Subsidy Scheme		
Training Subsidy under Training Scheme for Child Care Supervisors and Special Child Care Workers in Pre-school Rehabilitation Services		
Neighbourhood Support Child Care Project (NSCCP) – Contract Subsidy		
NSCCP – Subsidy for Fee Reduction/Waiving		
NSCCP – Subsidy for Incentive Payment		
NSCCP – Subsidy for Training Allowance		
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		
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		
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 Ambassdor Posts - salary and provident fund		
Time-defined Allocation of Ethnic Minority District Ambassdor Posts - other charges		
Short-term Food Assistance Service Teams - Food Cost		
Siu Lam Integrated Rehabilitation Services Complex -		

	2024-25	2023-24
	\$	\$
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		
Time-defined Service Contract of Social Work Service for Pre- primary Institutions		
- Allocation		
- Rent & Rates		
Allowances for Specific Services Arising from the Implementati of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	701,895.00	698,235.00
Travelling Subsidy of the designated Hotline for Carer Support (Carer Hotline)		
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities		
Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly		
Special Grant for Temporary Relocation of Service Users of SAHK LOHAS Garden to Cheung Muk Tau Holiday Centre		
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		
Siu Lam Integrated Rehabilitation Services Complex - Central Item of Residential Respite Services		
Transition Subsidy for School Leavers (CITSL)		
Multi-faceted Support for Foster Families and Children under Foster Care Service (MSFC)		
- Subsidy for Providing Professional Services		
- Subsidy to Support the Learning and Development of Foster Children		
Child Protection Support Service (ChildPRO)		
<i>For the following Central Items, please take note of para. 4(f) of Points fo Note on Preparation of AFR and Analysis Schedules in reporting the amounts of subvention:</i>		
Temporary Financial Aid under Care and Support Networking Team▲		
Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers▲		
Subsidy Scheme for Extended Hours Service Users▲		
Short-term Rental Assistance for Discharged Prisoner▲		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities▲		
Time-defined Subsidy Scheme for Occasional Child Care Service▲		
Total	<u>701,895.00</u>	<u>698,235.00</u>

2024-25

2023-24

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Expenditure

Dementia Supplement for Elderly with Disabilities
 Infirmary Care supplement for the Aged Blind Person
 Infirmary Care Supplement for Residential Elderly Services
 Foster Care Allowance/ One -off Special Allowance for Foster
 Children to Safeguard the Foster Children from the
 Coronavirus Disease / Emergency Foster Care Allowance
 After School Care Programme – Fee Waiving Subsidy Scheme
 Training Subsidy under Training Scheme for Child Care
 Supervisors and Special Child Care Workers in Pre-school
 Rehabilitation Services
 Neighbourhood Support Child Care Project (NSCCP) – Contract
 Subsidy
 NSCCP – Subsidy for Fee Reduction/Waiving
 NSCCP – Subsidy for Incentive Payment
 NSCCP – Subsidy for Training Allowance
 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
 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
 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 Ambassdor
 Posts - salary and provident fund
 Time-defined Allocation of Ethnic Minority District Ambassdor
 Posts - other charges
 Short-term Food Assistance Service Teams - Food Cost
 Siu Lam Integrated Rehabilitation Services Complex -
 Management & Maintenance Cost for Common Area
 After School Care Programme for Pre-primary Children
 [ASCP(PC)] Contract Subsidy
 ASCP(PC) Fee Subsidy
 ASCP(PC) Rent and Rates
 Time-defined Service Contract of Social Work Service for Pre-
 primary Institutions
 - Allocation

Total

	2024-25	2023-24
	\$	\$
- Rent & Rates		
Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)	708,690.60	685,747.91
Travelling Subsidy of the designated Hotline for Carer Support (Carer Hotline)		
Pilot Scheme on Training to Foreign Domestic Helpers in Care for Persons with Disabilities		
Special Grant for Providing Temporary Accommodation for Services Users of SAHK LOHAS Garden at Cheung Muk Tau Holiday Centre for the Elderly		
Special Grant for Temporary Relocation of Service Users SAHK LOHAS Garden to Cheung Muk Tau Centre		
One-off Allocation for Providing Assistance to Persons Disabilities under the Government Public Transport Concession Scheme for the Elderly and Eligible with Disabilities		
Siu Lam Integrated Rehabilitation Services Complex - Item of Residential Respite Services		
Transition Subsidy for School Leavers (CITSL)		
Multi-faceted Support for Foster Families and Children Foster Care Service (MSFC)		
- Subsidy for Providing Professional Services		
- Subsidy to Support the Learning and Foster Children		
Child Protection Support Service (ChildPRO)		
Temporary Financial Aid under Care and Support Team - other charges		
Emergency Fund for NGOs operating Integrated Services for Street Sleepers		
Subsidy Scheme for Extended Hours Service Users		
Short-term Rental Assistance for Discharged Prisoners		
Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
Time-defined Subsidy Scheme for Occasional Child Care Service		
Total	<u><u>708,690.60</u></u>	<u><u>685,747.91</u></u>

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.

Other Income

This includes programme income and all income other than recognised social welfare fee income received during the year. Non-SWD subventions and other Funds or Donations for Designated Purposes may be included in AFR if they are used to finance expenditure of the FSA services/ FSA-related activities as reflected in the AFR.

The breakdown on Other Income is as follows:

	2024-25	2023-24
	\$	\$
Other Income		
(a) Programme income	28,500.00	44,720.00
(b) Production income	-	-
(c) Other Funds or Donations for Designated Purposes	-	-
(d) 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		
(e) Reimbursement of Maternity Leave Pay from Labour Department		
(f) Miscellaneous income (e.g. general donations, photocopying charges, etc.)	5,921.60	370.00
Sub-Total	<u>34,421.60</u>	<u>45,090.00</u>
Less: Utilised allocation under CI:ASCP/ Enhanced ASCP/ASCP(PC) - FWSS which forms as part of Other Income*		
Total	<u><u>34,421.60</u></u>	<u><u>45,090.00</u></u>

*For those programmes which are regarded as FSA services only

6 Personal Emoluments

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

The analysis on number of posts with annual Personal Emoluments over \$1,000,000 each paid under LSG is appended below:

Analysis of Personal Emoluments paid under LSG	No of Posts	\$
HK\$1,000.001 - HK\$1,100,000 p.a.		
HK\$1,100.001 - HK\$1,200,000 p.a.		
HK\$1,200.001 - HK\$1,300,000 p.a.		
HK\$1,300.001 - HK\$1,400,000 p.a.		
HK\$1,400.001 - HK\$1,500,000 p.a.	1	1,405,437.00
▷ HK\$1,500.001 p.a.		

Other Charges

The breakdown on Other Charges is as follows:

	2024-25	2023-24
<u>Other Charges</u>	\$	\$
(a) Utilities	114,479.56	100,535.40
(b) Food (including food for service users)	556,981.51	518,796.36
(c) Administrative Expenses	137,470.76	142,024.00
(d) Stores and Equipment	217,713.45	22,166.40
(e) Minor Repair and Maintenance	305,824.48	303,974.28
(f) Special Allowances	230,400.00	204,800.00
(g) Programme Expenses	233,760.92	263,873.20
(h) Transportation and Travelling	77,606.55	100,076.70
(i) Insurance	315,072.64	238,173.25
(j) Miscellaneous	581,223.26	479,062.10
Sub-Total:	<hr/>	<hr/>
<u>Less:</u> Utilised allocation under CI:ASCP /Enhanced ASCP/ASCP(PC) - FWSS* which forms as part of Other Income		
Total:	<hr/> <hr/> <u>2,770,533.13</u>	<hr/> <hr/> <u>2,373,481.69</u>

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

Sum Grant Reserve and balances of other SWD subventions

	Lump Sum Grant (LSG)	Holding Account (HA)	other Funds or Donations for Designated Purposes	Adjustment for Utilised allocation under ASCP/ Enhanced ASCP/ ASCP(PC) - FWSS	Rent and Rates	Central Items (CI)	Total
Income	\$	\$	\$		\$	\$	\$
Lump Sum Grant	13,247,529.00						13,247,529.00
Fee Income	-						-
Other Income	34,421.60						34,421.60
Interest Received (Note (1))	47,680.86						47,680.86
Rent and Rates	-				581,178.00		581,178.00
Central Items	-					701,895.00	701,895.00
Total Income (a)	13,329,631.46				581,178.00	701,895.00	14,612,704.46
Expenditure							
Personal Emoluments	9,585,783.10	10,000.00					9,595,783.10
Other Charges	2,770,533.13						2,770,533.13
Rent and Rates	-				589,196.00		589,196.00
Central Items	-					708,690.60	708,690.60
Total Expenditure (b)	12,356,316.23	10,000.00			589,196.00	708,690.60	13,664,202.83
Surplus/(Deficit) for the Year (a)-(b)	973,315.23	(10,000.00)			(8,018.00)	(6,795.60)	948,501.63
Less : Surplus/(Deficit) of Provident Fund	251,763.28	-			-	-	251,763.28
Surplus/(Deficit) b/f (Note (2))	721,551.95	(10,000.00)			(8,018.00)	(6,795.60)	696,738.35
Surplus/(Deficit) b/f (Note (2))	2,733,378.99	140,756.13			(4,018.00)	12,487.09	2,882,604.21
Add : Refund from Government	3,454,930.94	130,756.13			(12,036.00)	5,691.49	3,579,342.56
							0.00
							0.00
Less : Refund to Government							0.00
Clawback of Rent & Rates - 2023/24					(740.00)		(740.00)
Clawback of Central Item - 2023/24						(12,487.09)	(12,487.09)
Adjustment (SWD letter ref: SWD SF/SI/4-65-122(572)IV) item 1 of appendix A							0.00
Surplus/(Deficit) c/f (Note 4)	3,454,930.94	130,756.13	0.00	0.00	(12,776.00)	(6,795.60)	3,566,115.47

Notes:

- (1) Interest received on LSG (including HA) and PF reserves, rent and rates, central items are included as one item under LSG; and the item is considered as part of LSG reserve.
- (2) Accumulated balance of LSG Surplus b/f from previous years (including all interest received in previous years 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 Infirmary Care Supplement, if any, as per Schedule for Central Items.
- (4) The level of LSG cumulative reserve (i.e. S1) will be capped at 25% of the NGO's operating expenditure excluding Provident Fund Contribution for the year.