

PEOPLE SERVICE CENTRE LIMITED
民社服務中心有限公司

ANNUAL FINANCIAL REPORT
(LUMP SUM GRANT)
FOR THE YEAR ENDED 31 MARCH 2024

CK CPA & Co.
Certified Public Accountants

Unit 803, 8/F., Shanghai Industrial Investment Building,
48-62 Hennessy Road, Wanchai,
HONG KONG

PEOPLE SERVICE CENTRE LIMITED
民社服務中心有限公司

ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024

<u>CONTENTS</u>	<u>PAGE(S)</u>
INDEPENDENT AUDITOR'S ASSURANCE REPORT	1 – 3
ANNUAL FINANCIAL REPORT	4
NOTES TO THE ANNUAL FINANCIAL REPORT	5 – 13

**INDEPENDENT AUDITOR'S ASSURANCE REPORT
TO THE BOARD OF DIRECTORS OF PEOPLE SERVICE CENTRE LIMITED**
民社服務中心有限公司
(incorporated in Hong Kong and limited by guarantee)

We have audited the financial statements of People Service Centre Limited (the "Grantee") 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 8 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 Grantee for the year ended 31 March 2024.

Responsibilities of the Directors

In relation to this report, the Directors are responsible for ensuring the AFR of the Grantee 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 Grantee 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.



**INDEPENDENT AUDITOR'S ASSURANCE REPORT
TO THE BOARD OF DIRECTORS OF PEOPLE SERVICE CENTRE LIMITED**
民社服務中心有限公司
(incorporated in Hong Kong and limited by guarantee)

Auditor's Responsibility (continued)

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 the Grantee 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 Grantee 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 Grantee has not complied, in all material respects, with the purposes as specified in the LSG Manual and other instructions issued by the SWD.



CK CPA & Co.
卓嘉會計師事務所

Unit 803, 8/F., Shanghai Industrial Investment Building
48-62 Hennessy Road, Wanchai, Hong Kong
香港灣仔軒尼詩道48-62號上海實業大廈8樓803室
Tel: (852) 2136 0011 Fax: (852) 2136 0010

P. 3

INDEPENDENT AUDITOR'S ASSURANCE REPORT
TO THE BOARD OF DIRECTORS OF PEOPLE SERVICE CENTRE LIMITED
民社服務中心有限公司
(incorporated in Hong Kong and limited by guarantee)

Intended Users and Purpose

This report is intended solely for submission by the Grantee 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.

CK CPA & Co.
Certified Public Accountants

CHAN Ka Yin
Practising Certificate Number P05538

Hong Kong, 8 October 2024

PEOPLE SERVICE CENTRE LIMITED
 民社服務中心有限公司

ANNUAL FINANCIAL REPORT
1 APRIL 2023 TO 31 MARCH 2024

	<u>Notes</u>	<u>2023-24</u> HK\$
A. INCOME		
1. Lump Sum Grant		
a. Lump Sum Grant (excluding Provident Fund)	1b	1,111,485.00
b. Provident Fund	1c	78,936.00
2. Fee Income	2	-
3. Central Items	3	234,000.00
4. Rent and Rates	4	-
5. Other Income	5	100,762.50
6. Interest Received		-
TOTAL INCOME		<u>1,525,183.50</u>
B. EXPENDITURE		
1. Personal Emoluments		
a. Salaries		989,813.00
b. Provident Fund	1c	45,300.93
c. Allowances		-
Sub-total	6	1,035,113.93
2. Other Charges	7	294,748.65
3. Central Items	3	223,192.50
4. Rent and Rates	4	33,124.00
TOTAL EXPENDITURE		<u>1,586,179.08</u>
C. DEFICIT FOR THE YEAR	8	<u>(60,995.58)</u>

The Annual Financial Report from pages 4 to 13 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

Authorised
Signatory:

Name: NG Hang Sau
 Position: Chairman
 Date: 8 October 2024



Authorised
Signatory:

Name: HUI Kam Shing
 Position: Chief Executive Officer
 Date: 8 October 2024



PEOPLE SERVICE CENTRE LIMITED
 民社服務中心有限公司

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

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 disclosures have been shown under **Note 3**.

Details are analysed below:

Provident Fund Contribution	Snapshot Staff HK\$	6.8% and Other Posts HK\$	Total HK\$
Subvention Received	-	78,936.00	78,936.00
Provident Fund Contribution Paid during the Year	-	(45,300.93)	(45,300.93)
Surplus for the Year	-	33,635.07	33,635.07
Add: Surplus/ (Deficit) b/f	-	-	-
Additional subvention received for previous year(s)	-	-	-
Less: Refund to Government	-	-	-
Surplus c/f	-	33,635.07	33,635.07

PEOPLE SERVICE CENTRE LIMITED
 民社服務中心有限公司

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\$
a. Income	
After School Care Programme for Pre-primary Children	
ASCP(PC) Contract Subsidy	-
ASCP(PC) Fee Subsidy	234,000.00
ASCP(PC) Rent and Rates	-
	<hr/>
Total	<u>234,000.00</u>

	<u>2023-24</u>
	HK\$
b. Expenditure	
After School Care Programme for Pre-primary Children	
ASCP(PC) Contract Subsidy	-
ASCP(PC) Fee Subsidy	223,192.50
ASCP(PC) Rent and Rates	-
	<hr/>
Total	<u>223,192.50</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.

PEOPLE SERVICE CENTRE LIMITED

民社服務中心有限公司

**NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024****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 should be 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>
a. Income	HK\$
(a) Programme income	100,762.50
(b) Production income	-
(c) Donation	-
(d) Income from Other Activities	-
(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 *	223,192.50
(f) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received	-
(g) Miscellaneous income	-
Sub-Total	323,955.00
Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS which forms as part of Other Income*	<u>(223,192.50)</u>
Total	<u>100,762.50</u>

PEOPLE SERVICE CENTRE LIMITED
民社服務中心有限公司

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

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:

<u>Analysis of Personal Emoluments paid under LSG</u>	<u>No of Posts</u>	<u>2023-24</u> HK\$
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	<u>2023-24</u> HK\$
(a) Utilities	20,269.40
(b) Programme Expenses	484,333.20
(c) Insurance	13,338.55
(d) Audit Fee	-
Sub-Total	517,941.15
Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP (PC) - FWSS * which forms as part of Other Income	(223,192.50)
Total	<u>294,748.65</u>

PEOPLE SERVICE CENTRE LIMITED
民社服務中心有限公司

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

	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
	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
Income						
Lump Sum Grant	1,190,421.00	-	-	-	-	1,190,421.00
Fee Income	-	-	-	-	-	-
Other Income	# 323,955.00	-	(223,192.50)	-	-	100,762.50
Interest Received (Note (1))	-	-	-	-	-	-
Rent and Rates	-	-	-	-	-	-
Central Items	-	-	-	-	234,000.00	234,000.00
Total Income (a)	1,514,376.00	-	(223,192.50)	-	234,000.00	1,525,183.50
Expenditure						
Personal Emoluments	1,035,113.93	-	-	-	-	1,035,113.93
Other Charges	517,941.15	-	(223,192.50)	-	-	294,748.65
Rent and Rates	-	-	-	33,124.00	-	33,124.00
Central Items	-	-	-	-	* 223,192.50	223,192.50
Total Expenditure (b)	1,553,055.08	-	(223,192.50)	33,124.00	223,192.50	1,586,179.08
Surplus/(Deficit) for the Year (a) - (b)	(38,679.08)	-	-	(33,124.00)	10,807.50	(60,995.58)
<u>Less</u> : Surplus/(Deficit) of Provident Fund	33,635.07	-	-	-	-	33,635.07
	(72,314.15)	-	-	(33,124.00)	10,807.50	(94,630.65)
Surplus/(Deficit) b/f (Note (2))	-	-	-	-	-	-
	(72,314.15)	-	-	(33,124.00)	10,807.50	(94,630.65)
<u>Add</u> : Refund from Government	-	-	-	-	-	-
<u>Less</u> : Refund to Government	-	-	-	-	-	-
Transfer from LSG Reserve to cover the salary adjustment for Dementia Supplement and Infirmary Care Supplement (Note (3))						
Adjustment for utilised allocation under Enhanced ASCP / ASCP(PC) - FWSS* (over- estimated) / under-estimated in previous year(s)						
Absorption by Grantee	72,314.15	-	-	-	-	72,314.15
Surplus/ (Deficit) c/f (Note (4))	-	-	-	(33,124.00)	10,807.50	(22,316.50)

PEOPLE SERVICE CENTRE LIMITED
民社服務中心有限公司

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

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 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. 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.

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 was 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 details of (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 NGOs, please refer to the above letter accordingly.

PEOPLE SERVICE CENTRE LIMITED
民社服務中心有限公司

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

Schedule for Central Items
Analysis of Subventions and Expenditure for the Period 1 April 2023 to 31 March 2024

Name of NGO (code): People Service Centre Limited (022)

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) HK\$	Actual Expenditure incurred under RMLP Scheme (Note 2b)	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) (h) = (e) + (a) - (d) - (f) + (g)
							Deficit (Note 3) (b) = (a1) - (a2)	Deficit transferred to LSG (Note 4) (c)	Adjusted Deficit (d) = (b) - (c)				
AE48 / Sweet Heart After School Care Centre for Pre-primary Children	After School Care Programme for Pre-primary Children ASCP(PC) Contract Subsidy	-	-	-	-	-	-	N.A.	-	-	-	-	-
	ASCP(PC) Fee Subsidy	234,000.00	-	223,192.50	-	10,807.50	-	N.A.	-	-	-	-	10,807.50
	ASCP(PC) Rent & Rates	-	-	-	-	-	-	N.A.	-	-	-	-	-
TOTAL		234,000.00	-	223,192.50	-	10,807.50	-	-	-	-	-	-	10,807.50

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.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. 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 RCHes, RCHDs as well as contract homes operated by private operators only.

PEOPLE SERVICE CENTRE LIMITED

民社服務中心有限公司

**NOTES TO THE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024****Schedule for Rent and Rates
Analysis of Subvention and Expenditure for the period
1 April 2023 to 31 March 2024****Name of NGO (code): People Service Centre Limited (022)**

Unit Code and Name	Subvented Element	Subvention Released (Note 1) HK\$	Actual Expenditure HK\$	Surplus (Note 2) HK\$	Deficit (Note 2) HK\$
AE48	Rent (Note 3)	-	30,504.00	-	30,504.00
	Rates	-	2,620.00	-	2,620.00
	Total	-	33,124.00	-	33,124.00
Grand Total		-	33,124.00	-	33,124.00

Notes:

1. The figures are to be extracted from the payroll for March plus subvention released in late March of the financial year. Reimbursement for rent and rates relating to previous financial year(s) (i.e. back payments) should not be included.
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.

PEOPLE SERVICE CENTRE LIMITED
 民社服務中心有限公司

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

Schedule for Investment
Analysis of Investment as at 31 March 2024
Name of NGO (code): People Service Centre Limited (022)

2023-24
 HK\$

Lump Sum Grant (LGS) Reserve as at 31 March

-

Represented by:

Investments

- a. HKD Bank Account Balances
- b. HKD 24-hour Call Deposits
- c. HKD Fixed Deposits
- d. HKD Certificate of Deposits
- e. HKD Bonds (for breakdown)

-

-

-

-

-

-

Note: The investments should be reported at historical cost.

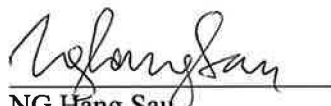
Confirmed by:

Signature:

Name:

Position:

Date:


 NG Hang Sau
 Chairman
 8 October 2024

Signature:

Name:

Position:

Date:


 HUI Kam Shing
 Chief Executive Officer
 8 October 2024