

ANNUAL FINANCIAL REPORT

Name of Agency : HONG KONG AND KOWLOON KAI-FONG WOMEN'S ASSOCIATION

1 APRIL 2023 TO 31 MARCH 2024

	Notes	Total 2023-24 HK\$	Total 2022-23 HK\$	Remarks
A. INCOME				
1 Lump Sum Grant		12,652,393.00	11,550,667.00	
a. Lump Sum Grant (excluding Provident Fund)	1b	11,953,639.00	10,893,785.00	
b. Provident Fund	1c	698,754.00	656,882.00	
2 Fee Income	2	157,285.00	76,032.00	
3 Central Items	3	54,541.00	38,255.00	
4 Rent and Rates	4	129,978.00	101,970.00	
5 Other Income	5	87,177.00	28,721.00	
6 Interest Received		13,765.29	3,799.04	
TOTAL INCOME		13,095,139.29	11,799,444.04	
B. EXPENDITURE				
1 Personal Emoluments	6	10,939,371.60	10,060,934.52	
a. Salaries		10,463,451.10	9,583,614.40	
b. Provident Fund	1b	475,920.50	477,320.12	
c. Allowances		0.00	0.00	
2 Other Charges	7	1,057,930.81	1,248,157.84	
3 Central Items	3	4,290.00	94.14	
4 Rent and Rates	4	154,336.00	122,428.00	
TOTAL EXPENDITURE		12,155,928.41	11,431,614.50	
C. SURPLUS FOR THE YEAR	8	939,210.88	367,829.54	

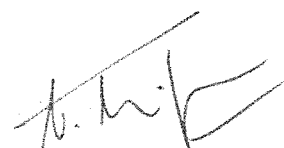
The Annual Financial Report from pages 3 to 10 has been prepared in accordance with the requirements as set out in the Lump Sum Grant Manual.

SIGNATURE



CHAIRWOMAN

DATE: 23 OCT 2024



CHIEF EXECUTIVE

DATE: 23 OCT 2024

NOTES ON THE ANNUAL FINANCIAL REPORT

Name of Agency : HONG KONG AND KOWLOON KAI-FONG WOMEN'S ASSOCIATION

1 APRIL 2023 TO 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 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. Please note that the PF received and contributed for staff under the Central Items should be shown under 3.

Details are analysed below :

<u>Provident Fund Contribution</u>	<u>Existing Staff</u> HK\$	<u>6.8% Posts</u> HK\$	<u>Total</u> HK\$
Subvention Received	0.00	698,754.00	698,754.00
Provident Fund Contribution Paid during the Year	0.00	(475,920.50)	(475,920.50)
Surplus for the Year	0.00	222,833.50	222,833.50
Add : Surplus b/f	0.00	2,032,986.45	2,032,986.45
Surplus c/f	0.00	2,255,819.95	2,255,819.95

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.

3. Central Items 2. These are subsidies allocated to NGOs for specified purposes on a recurrent, time-limited or one-off basis 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. Any surplus, which is not allowed to be offset by any deficit of another item, is subject to claw-back by SWD according to the terms and conditions of individual central items. 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). The income and expenditure of each of the Central Items are as follows:

NOTES ON THE ANNUAL FINANCIAL REPORT

Name of Agency : HONG KONG AND KOWLOON KAI-FONG WOMEN'S ASSOCIATION

1 APRIL 2023 TO 31 MARCH 2024

3.	Central Items	2023-24 HK\$	2022-23 HK\$
	a. Income		
	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		
	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 – 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		
	Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) – Annual Funding Allocation		
	MOSTE – Annual Rent and Rates		
	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 Ambassador Posts - salary and provident fund		
	Time-defined Allocation of Ethnic Minority District Ambassador Posts –other charges		
	One-off Subsidy for Strengthened Provision of Visiting Medical Practitioner Service for Residential Care Homes # (private and self-financing)		
	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		
	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		
	- Rent and Rates		
	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^		
	Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers^		
	Time-defined Subsidy Scheme for Extended Hours Service Users^	17,441.00	17,267.00
	Short-term Rental Assistance for Discharged Prisoners^		
	Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)^		
	Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities^		
	Time-defined Subsidy Scheme for Occasional Child Care Service^	37,100.00	20,988.00
	Total	54,541.00	38,255.00
	b. Expenditure		
	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		
	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 – 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		
	Pilot Scheme on Multi-disciplinary Outreaching Support Teams for the Elderly (MOSTE) – Annual Funding Allocation		
	MOSTE – Annual Rent and Rates		
	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 Ambassador Posts – salary and provident fund		
	Time-defined Allocation of Ethnic Minority District Ambassador Posts – other charges		
	One-off Subsidy for Strengthened Provision of Visiting Medical Practitioner Service for Residential Care Homes # (private and self-financing)		
	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		
	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		
	- Rent and Rates		
	Temporary Financial Aid under Care and Support Networking Team – other charges		
	Emergency Fund for NGOs operating Integrated Services Team for Street Sleepers		
	Time-defined Subsidy Scheme for Extended Hours Service Users	4,290.00	94.14
	Short-term Rental Assistance for Discharged Prisoners		
	Allowances for Specific Services Arising from the Implementation of the Minimum Wage Ordinance (Overnight On-site-on-call Allowance)		
	Cash Subsidy for Integrated Support Services for Persons with Severe Physical Disabilities		
	Time-defined Subsidy Scheme for Occasional Child Care Service		
	Total	4,290.00	94.14

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

^ Please refer to 4(f) of Points to Note on Preparation of AFR and Analysis Schedules

NOTES ON THE ANNUAL FINANCIAL REPORT

Name of Agency : **HONG KONG AND KOWLOON KAI-FONG WOMEN'S ASSOCIATION**

1 APRIL 2023 TO 31 MARCH 2024

4. Rent and Rates

This represents the amount paid by SWD in respect of premises recognised by SWD. Expenditures on rent and rates in respect of premises not recognised by SWD have not be 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 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:

Other income	2023-24 \$	2022-23 \$
(a) Programme income	87,177.00	28,721.00
(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 *		
(f) Reimbursement of Maternity Leave Pay (RMLP) Scheme reimbursement received		
(g) Miscellaneous income		
Sub-Total		
<u>Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS which forms as part of Other Income*</u>		
Total	<u>87,177.00</u>	<u>28,721.00</u>

*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 is appended below:

Analysis of Personal Emoluments

	No of Posts	HK\$
HK\$700,001 - HK\$800,000 p.a	0	0.00
HK\$800,001 - HK\$900,000 p.a	0	0.00
HK\$900,001 - HK\$1,000,000 p.a	0	0.00
HK\$1,000,001 - HK\$1,100,000 p.a	0	0.00
HK\$1,100,001 - HK\$1,200,000 p.a	0	0.00
>HK\$1,200,000 p.a	0	0.00

7. Other Charges

The breakdown on Other Charges is as follows:

Other Charges	2023-24 HK\$	2022-23 HK\$
(a) Utilities	66,849.00	63,033.80
(b) Food	44,723.99	28,510.40
(c) Administrative Expenses	24,650.00	24,000.00
(d) Stores and Equipment	332,353.48	362,376.92
(e) Repair and Maintenance	122,126.00	329,750.00
(f) Special Allowances	0.00	0.00
(g) Programme expenses	257,682.48	254,688.62
(h) Transportation and Travelling	15,954.10	40,745.60
(i) Insurance	122,627.80	51,429.00
(j) Miscellaneous	70,963.96	93,623.50
(k) Anti-Epidemic Expenses	0.00	0.00
Sub-Total	<u>1,057,930.81</u>	<u>1,248,157.84</u>
<u>Less: Utilised allocation under CI: ASCP / Enhanced ASCP / ASCP(PC) - FWSS* which forms as part of Other Income to fund the operating expenses of FSA services / FSA-related activities</u>	<u>0.00</u>	<u>0.00</u>
Total	<u>1,057,930.81</u>	<u>1,248,157.84</u>

NOTES ON THE ANNUAL FINANCIAL REPORT

Name of Agency : HONG KONG AND KOWLOON KAI-FONG WOMEN'S ASSOCIATION

1 APRIL 2023 TO 31 MARCH 2024

8. Analysis of Lump Sum Grant Reserve and balances of other SWD subventions

	Analysis of Reserve Fund					
	Lump Sum Grant (LSG)	Holding Account (HA)	Adjustment for Utilised allocation under ASCP / Enhanced ASCP / ASCP(PC) - FWSS	Rent and Rates	Central Items	Total
Income	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
Lump Sum Grant	12,652,393.00			-	-	12,652,393.00
Fee Income	157,285.00			-	-	157,285.00
Other Income	87,177.00			-	-	87,177.00
Interest Received (Note (1))	13,765.29			-	-	13,765.29
Rent and Rates	-			129,978.00	-	129,978.00
Central Items	-			-	54,541.00	54,541.00
Total Income (a)	12,910,620.29			129,978.00	54,541.00	13,095,139.29
Expenditure						
Personal Emoluments	10,939,371.60			-	-	10,939,371.60
Other Charges	1,057,930.81			-	-	1,057,930.81
Rent and Rates	-			154,336.00	-	154,336.00
Central Items	-			-	4,290.00	4,290.00
Total Expenditure (b)	11,997,302.41			154,336.00	4,290.00	12,155,928.41
Surplus for the Year (a) - (b)	913,317.88			(24,358.00)	50,251.00	939,210.88
Less : Surplus of Provident Fund	222,833.50			0.00	0.00	222,833.50
	690,484.38			(24,358.00)	50,251.00	716,377.38
Balance at 31/3/2024	2,652,958.77	775,608.33	0.00	(265,379.00)	144,110.86	3,307,298.96
Add/(less) :	3,343,443.15	775,608.33		(289,737.00)	194,361.86	4,023,676.34
Refund from/(to) Government						
- Recovery Annual Assessment on Central Items for 2022/23				(35,558.00)	(38,160.86)	(73,718.86)
- Recovery Annual Assessment on Central Items for 2021/22				(2,358.20)	0.00	(2,358.20)
- Adjustment for LSG Reserve						
- 2017/2018	(98,530.00)			0.00	0.00	(98,530.00)
- 2018/2019	144,486.00			0.00	0.00	144,486.00
- 2019/2020	(748,851.85)			0.00	0.00	(748,851.85)
- 2020/2021	748,851.85			0.00	0.00	748,851.85
Surplus / (Deficit) c/f (Note 4)	3,389,399.15	775,608.33	0.00	(327,653.20)	156,201.00	3,993,555.28

Notes:

Including on amount SZ 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

- 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. 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 (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) accordingly.